

**VILLAGE BOARD AGENDA  
MONDAY, MARCH 23, 2015  
7:00 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance – Trustee Swenson

**Public Comments:** (Please be advised the Village Board will receive information from the public for a three minute time period per person, with time extensions per the Village President's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

1. Consideration of a motion to approve Village Board minutes of March 9, 2015.
2. Consideration of a motion to approve the vouchers for payment.
3. Consideration of actions related to Licenses and Permits
  - a. Consideration of a motion to approve Operator (Bartender) Licenses with terms ending June 30, 2016
  - b. Consideration of a motion to approve a Temporary Class "B"/"Class B" Retailers License

Items referred from the March 16, 2015 Plan Commission meeting

4. Actions related to a proposed land division and Plan of Operation for a proposed restaurant at 122 Cottonwood Ave (Beer Snobs Eats & Ale).
  - a. Consideration of a motion to approve a Certified Survey Map including access easements and conditioned on future public sidewalk and parking access easements.
  - b. Consideration of a motion to approve the Plan of Operation for the restaurant business including outdoor dining and parking accommodations with conditions including Plan Commission review of the outdoor dining in one year.
5. Items related to the proposed development of a 32-bed Memory Care CBRF at 430, 438 and 444 Merton Ave.
  - a. Review and consideration of a Land Use Plan Amendment, Site & Building Plans, Zoning, Conditional Use and Certified Survey Map for properties located at 430, 438 and 444 Merton Ave.
  - b. Consideration of first reading of Bill for an Ordinance No. 03/23/2015-01 "An Ordinance Adopting an Amendment to the Village of Hartland Comprehensive Development Plan: 2035" to designate the properties at 430, 438 and 444 Merton Ave. to Multi-Family Residential Development - Senior Housing.

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- c. Consideration of first reading of Bill for an Ordinance No. 03/23/2015-02 “An Ordinance to Amend the Official Zoning Map” to rezone the properties at 430, 438 and 444 Merton Ave. to RM-1, Multiple Family Residential District.
  - d. Motion to set and affirm the date of a Public Hearing on the rezoning for Monday, April 27, 2015 at the Village Board Meeting. (Same night as a Land Use Plan Amendment Hearing)
6. Items related to the proposed development of the Four Winds West Subdivision
  - a. Review of the Preliminary Plat of Subdivision and Development Plans for Four Winds West Subdivision.
  - b. PUBLIC HEARING regarding Bill for an Ordinance No. 02/23/2015-01 “An Ordinance to Amend the Official Zoning Map” to rezone the properties for the Four Winds West Subdivision from A-1 to RS-1 Single-family Residential Zoning District.
  - c. Consideration of a motion to adopt on third reading Bill for an Ordinance No. 02/23/2015-01 “An Ordinance to Amend the Official Zoning Map” to rezone the properties for the Four Winds West Subdivision from A-1 to RS-1 Single-family Residential Zoning District.
  - d. Consideration of a motion to approve the Preliminary Plat of Subdivision and Development Plans for Four Winds West Subdivision with conditions.
7. Consideration of a motion to approve an extraterritorial Certified Survey Map for properties owned by Force Properties, LLC located in the Town of Delafield, W293 N3080 Poplar Dr with comments.

Others items for consideration

8. Consideration of a motion to delay a decision regarding the walking path in The Sanctuary of Hartland until the April 13, 2015 Village Board meeting.
9. Consideration of second reading of Bill for an Ordinance No. 03/09/2015-01 “An Ordinance to Amend Chapter 86 Article VI of the Village of Hartland Municipal Code Pertaining to Sewer Utility”
10. Consideration of a motion to approve Recreation and Community Education Agreement between the Village of Hartland and the City of Delafield
11. Consideration of a motion to adopt Resolution No. 03/23/2015-01 “A Resolution Establishing Wards within the Village of Hartland, Waukesha County, Wisconsin”.
12. Consideration of a motion to approve the Stormwater Management Program DNR Annual Report

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13. Consideration of a motion to approve a professional services agreement with Ruckert Mielke for update and conversion services related to a software change in the Village's public and staff GIS application in the amount of \$77,400.
14. Consideration of a motion to purchase a pickup truck for the Public Works Department in the amount of \$23,365.
15. Consideration of a motion to approve an Agreement with Baker Tilly for audit services for the years ended December 31, 2015, 2016, and 2017 in the annual amount of \$31,750 for each year divided among the various Village Funds.
16. **Announcements:** The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.
17. Adjourn.

David E. Cox, Village Administrator

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Darlene Igl, Village Clerk, at 262/367-2714. The Municipal Building is handicap accessible.

## MEMORANDUM

**TO:** President and Board of Trustees  
**FROM:** David E. Cox, Village Administrator  
**DATE:** March 20, 2015  
**SUBJECT:** Agenda Information



The following information relates to the upcoming Village Board meeting agenda and includes additional or summary information and staff recommendations as necessary. The numbering will follow the numbering of the agenda.

**Item 4** Regarding the proposed Beer Snobs restaurant.

Background: The owner of the property and the proposed purchaser of 122 Cottonwood (SE corner of Cottonwood and Haight) are proposing a CSM to divide the property and exterior improvements related to developing a restaurant at this location. The Plan Commission has reviewed the project and recommended approval with various conditions. The Commission reviewed the parking need for this use and indicated that the parking provided on site in both off-street and private and public on-street locations is acceptable. Further, the Commission reviewed the use of a portion of the privately held area adjacent to Haight Street for a raised concrete patio in the area currently occupied by the two western most parking spaces for outdoor dining. The Commission recommended approval of the raised patio and outdoor dining based on these conditions: 1) the property to remain private rather than dedicated as right of way; 2) an easement to the Village for the benefit of the public to allow public access to a six foot wide side walk adjacent to the building; 3) the patio area be a distinctive color separate from the sidewalk and the curb area so that the area of the outdoor dining and the side walk is clearly defined; 4) appropriate fencing, railing or other protection be placed around, at minimum, the street side of the outdoor dining area; 5) periodic (annual as necessary) review of the outdoor dining use.

Recommendation: Recommend approval of the CSM as presented, approval of the operations plan including patio and outdoor dining with conditions as noted, approval of a waiver to the parking requirements for the two spaces.

**Item 5** Regarding the concept for a Memory Care CBRF.

Background: The Plan Commission gave initial review to this proposed 32 unit memory care community based residential facility (CBRF) for the southeast corner of Merton Avenue and Sunny Slope Drive and gave favorable consideration. The Commission will

revisit the proposal in more detail at its April meeting. As a reminder, currently, the Land Use Plan for the Village identifies the properties as part of the Retail Sales and Services – Community Shopping Center sector associated with Hartbrook Drive. The requested change is to designate the properties to High Density/Senior Housing. The proposed zoning would be RM-1 Multiple Family Residential District in which a licensed CBRF serving 16 or more persons is a Conditional Use. Previously, the Village Board set April 27 as the date for a public hearing on the Land Use Plan amendment. Additionally, the Board is asked to set April 27 as the date for the public hearing related to the Zoning amendment after giving initial, first reading review to the two related ordinances.

Recommendation: Review the project as necessary, provide for the first readings of the ordinances and set the Zoning amendment hearing for April 27.

Item 6 Regarding the Four Winds West Subdivision.

Background: The Plan Commission has reviewed and recommended approval of the proposed Four Winds West subdivision Preliminary Plat and related Zoning. The project includes development of 48 single-family lots on approximately 52 acres. The average size of lots on the proposed Preliminary Plat is 27,457 sq. ft. with a range of 22,082 sq. ft. to 50,314 sq. ft. The Plan Commission reviewed the Preliminary Plat, preliminary engineering and the proposed zoning designation as RS-1 Single-Family zoning. During the review, some discussion was held regarding the need for the use of Outlot 2 at the southwest corner for the purpose of handling storm water runoff from the properties in that area. This design change may occur in final engineering as the need is determined. Some concern was expressed at the Plan Commission that the entire parcel was not buffered by outlots on all sides and, in particular, on the west and northwest sides. After some discussion, no determination was made by the Commission to modify the Plat. Additionally, two of the street names (Four Winds Ct and Hemlock Ct) have been finalized while the name of the eastern court will likely be changed in the Final Plat. Further, the County conditional approval has been received and two items of note come from that review. First, no comment is made regarding traffic needs on CTH E adjacent to the subdivision. Second, the County Staff reminded the Village of a “proposed Village trail running along the east edge” of the subdivision, which is identified in the County Park and Open Space Plan. This is identified in the Village Plan as a bike way, which would likely be included as an on-street facility when the County highway is reconstructed in this location. Additional ROW is dedicated in the Plat, which would facilitate this. The Board is asked to consider approval of the Zoning and Preliminary Plat subject to conditions including: 1) Approval and execution of a Development

Agreement; 2) Final engineering approved by staff; 3) Final determination of street names as deemed acceptable to the Village

Recommendation: Approval of the Zoning change and of the Preliminary Plat with conditions as outlined above with any Board additions.

Item 7 Regarding the Extraterritorial CSM.

Background: The CSM was considered and recommended for approval by the Plan Commission conditioned on notice to the Town of Delafield that it should address the fact that a Town road appears to encroach on the subject parcel and that the driveway for the subject parcel encroaches on the neighboring property to the north.

Recommendation: Approve the CSM conditioned on notice to the Town including the comments noted above.

Item 8 Regarding the walking path at The Sanctuary of Hartland.

Background: The Board has withheld a final decision on the construction of a walking path on an outlet in the Sanctuary of Hartland Subdivision that extends to Maple Avenue. As additional options are being considered, the Village Board is asked to approve a delay in the official decision, which was to be made by March 31, 2015 according to the Development Agreement.

Recommendation: Approve a delay in the decision.

Item 10 Regarding a Recreation agreement with the City of Delafield.

Background: Since 2003, the Village has been providing recreation services to the City of Delafield based on a pilot program that ran until May of 2003. The service has been provided based on that original agreement, which was never truly extended. This agreement, which is based on the original and actual practices in place since that time, provides for an ongoing relationship between the parties.

Recommendation: Approve the agreement.

**VILLAGE BOARD MINUTES  
MONDAY, MARCH 9, 2015  
7:00 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance – Trustee Wallschlager

Present: Trustees Stevens, Meyers, Compton, Landwehr, Swenson, Wallschlager, President Lamerand

Others: Administrator Cox, Clerk Igl, Fire Chief Dean, DPW Director Einweck, Police Chief Rosch, Candidate Tom Lemmer, Candidate Ron Sonderhouse, Reporter Steve Martinez

Public Comments: (Please be advised the Village Board will receive information from the public for a three minute time period per person, with time extensions per the Village President's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

Ron Sonderhouse, candidate for Waukesha County Circuit Court Judge, Branch 8, introduced himself to the Village Board and asked for support in the April 7<sup>th</sup> election.

1. Motion (Meyers/Wallschlager) to approve Village Board minutes of February 23, 2015 with modification to list Trustee Landwehr as excused. Carried (6-0). Landwehr abstained.
2. Motion (Landwehr/Swenson) to approve the vouchers for payment in the amount of \$4,007,699.08. Motion carried (7-0).
3. Consideration of actions related to Licenses and Permits
  - a. Motion (Compton/Landwehr) to approve Operator (Bartender) Licenses with terms ending June 30, 2016. Carried (7-0).
  - b. Motion (Swenson/Landwehr) to approve a Temporary Class "B"/"Class B" Retailers License for St. Charles Parish Shrimp Dinner. Carried (7-0).
4. Consideration of second reading of Bill for an Ordinance No. 02/23/2015-01 "An Ordinance to Amend the Official Zoning Map" to rezone the properties for the Four Winds West Subdivision from A-1 to RS-1 Single-family Residential Zoning District.

This item was carried over to the next regularly scheduled Village Board meeting.

5. Consideration of first reading of Bill for an Ordinance No. 03/09/2015-01 "An Ordinance to Amend Chapter 86 Article VI of the Village of Hartland Municipal Code Pertaining to Sewer Utility"

Administrator Cox stated that staff and the Village Engineer have reviewed a number of projects including improvements at the Arlene lift station, expansion of pipe facilities on Sunnyslope Drive and expansions of capacity at the location known as improvement c, south of the Piggly Wiggly, which will contribute to the costs of expanding the service area. Costs of expansions have been evaluated along with the number of residential units that will be served by the expansions. These factors were considered in determining the charges recommended by staff. The extreme northeastern and northern part of the Village would be charged a regional connection fee of just over \$3,000 in addition to their standard connection fee for a total of approximately \$10,500 per household. The balance of the Village would pay a regional connection fee of roughly \$1,700 for a total of approximately \$9,000 per household. It was stated that these connection fees will be charged at the time that a building permit is applied for.

Administrator Cox stated that because these expansions are not attributable to a specific development but rather will be system-wide improvements; these would be projects that the Village would undertake. For a period of time, the Village will collect the fees in advance and hold the funds segregated in the utility fund. These accumulated funds will then be used to pay some of the costs of the projects. The Village will likely borrow for the balance of the cost of the project. As connections continue, those funds will be used to assist in paying off the debt from the construction. The intention is that the Village will receive most of the funds prior to the work being necessary. It was stated that Del-Hart receives \$4,339 of the connection fees which is a reimbursement for costs related to a significant expansion of their plant.

Administrator Cox stated that developers pay for infrastructure that must be installed but that the Village has changed the way that connection fees are collected. It was stated that prior to 2008 the Village required developers to pay connection fees for an entire development upfront. However, in recent years the Village has allowed a shift in how connection charges are paid. New property owners now pay the connection charges and the Village has required developers to provide this information as part of a purchase package to prospective buyers. It was discussed that property owners must also pay to install laterals from the residence to the main.

This item was carried over to the next Village Board meeting.

6. Consideration of actions related to the Storm Water Calculation Update and Alternative Analysis Study related to complying with the Village's DNR Storm Water Permit.
  - a. Motion (Meyers/Compton) to accept a grant from the DNR in the amount of \$76,650 to provide 70 percent of the funding for the proposed Storm Water Calculation Update and Alternative Analysis Study. Carried (7-0).

DPW Director Einweck stated that this study will provide the Village with information and alternatives to meet the new requirements which deal with eliminating phosphorous.

- b. Motion (Landwehr/Meyers) to approve the engineering services proposal of Ruekert/Mielke to provide a Storm Water Calculation Update and Alternative Analysis Study in the not-to-exceed amount of \$109,500. (Grant = \$76,650; VOH = \$32,850) Carried (7-0).
7. Motion (Meyers/Swenson) to approve agreements with Ehlers and Associates, Inc. for financial review and process assistance related to amendment of TIF District #4 and possible creation of TIF District #6. Carried (7-0).
8. Motion (Landwehr/Swenson) to correct the public hearing date on the Land Use Amendment for a proposed Memory Care CBRF on the properties located at 430, 438 and 444 Merton Ave. to April 27, 2015 during the Village Board Meeting. Carried (7-0).

President Lamerand addressed his comments from the last Village Board meeting regarding parking at the proposed CBRF facility. The question had been raised at that meeting whether there was adequate parking and he stated that his response was that there was enough parking as no one visits. He stated that since that meeting he had received several emails advising that his comments were perhaps insensitive. He stated that he applauded those that had contacted him regarding this issue that do visit their loved ones and further that he did not mean to imply that no one visits as that was an overstatement on his part. He apologized to those that felt he had been insensitive.

9. **Announcements:** The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.
10. Motion (Swenson/Wallschlager) to adjourn. Carried (7-0). Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk

TO: Village President & Board of Trustees

FROM: Sarah Oldenburg, Fiscal Clerk

DATE: March 20, 2015

RE: Voucher List

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Attached is the voucher list for the March 23, 2015 Village Board meeting.

March A/P Checks: \$ 192,712.24

Total amount to be approved: \$ 192,712.24

VILLAGE OF HARTLAND  
VOUCHER LIST/MARCH 23, 2015

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	MAR FEES	\$56,407.00
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	MARCH DUES	\$375.00
G 101-13010 AMBULANCE CURRENT RECEIVABLE	LINECO	HOLLISTER #1840 DOS 04/29/13	\$130.50
G 101-13010 AMBULANCE CURRENT RECEIVABLE	LINECO	HOLLISTER #1840 DOS 04/29/13	\$505.60
G 101-13010 AMBULANCE CURRENT RECEIVABLE	LINECO	HOLLISTER #1840 DOS 04/29/13	\$22.40
G 101-21593 LONG TERM HEALTH CARE	TRANSAMERICA PREMIER LIFE INS	MAR PREMIUMS/ROSCH	\$149.92
EXPENSE Descr			\$57,590.42
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$616.41
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMSAR/ERLA INC	PREVENTIVE MAINT	\$550.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	REDLIN, KENNETH MD	PHYSICAL/DOMINGUEZ	\$125.00
EXPENSE Descr AMBULANCE			\$1,291.41
EXPENSE Descr CABLE TELEVISION			
E 101-55370-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	MAR PHONE/INTERNET	\$30.00
EXPENSE Descr CABLE TELEVISION			\$30.00
EXPENSE Descr CENTENNIAL RESTROOMS			
E 401-76065-285 CONSTRUCTION COSTS	H.I.S. CORPORATION	CENTENNIAL RESTROOMS	\$5,175.90
EXPENSE Descr CENTENNIAL RESTROOMS			\$5,175.90
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-746 TELEPHONE	BMO (CREDIT CARD-BID)	AT&T BILL	\$109.73
E 804-56700-758 MEETINGS	BMO (CREDIT CARD-BID)	COFFEE	\$33.32
E 804-56700-713 SIGN/AWNING/PAINTING GRANTS	BOARD & BRUSH CREATIVE STUDIO	SIGN GRANT	\$285.00
E 804-56700-756 EDUCATION	GARDNER, CINDY	REIMBURSE LUNCH/WORKSHOP	\$8.25
E 804-56700-756 EDUCATION	GARDNER, CINDY	REIMBURSE MILEAGE	\$112.70
E 804-56700-719 EVENTS	GARDNER, CINDY	REIMBURSE BID FUNDRAISER FEE	\$10.00
E 804-56700-756 EDUCATION	GARDNER, CINDY	REIMBURSE WORKSHOP FEE	\$20.00
E 804-56700-715 STREETSCAPE PROGRAM	SANDY BOTTOM NATURE CENTER	DECORATION TAKE-DOWN	\$420.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$999.00
EXPENSE Descr ELECTIONS			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	JOURNAL COMMUNITY PUBL	ADS/PUBL NOTICE	\$53.39
EXPENSE Descr ELECTIONS			\$53.39

Account Descr	Search Name	Comments	Amount
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	MAR HRA FEES	\$161.72
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ANNUAL EMAIL SECURITY/ARCHIVER	\$583.00
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	MAR PHONE/INTERNET	\$103.36
EXPENSE Descr FINANCIAL ADMINISTRATION			
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERIES	\$32.31
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BENDLIN FIRE EQUIPMENT CO, INC	HYDROTEST AIR TANKS	\$170.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BENDLIN FIRE EQUIPMENT CO, INC	HARNES ASSY	\$103.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	CHAIN FOR TARP	\$8.45
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	CONWAY SHIELDS, PAUL	SHIELD	\$125.58
E 101-52200-220 UTILITY SERVICES	PAETEC (WINDSTREAM)	MAR PHONE/INTERNET	\$572.17
E 101-52200-360 VEHICLE MAINT/EXPENSE	PARTS HUT HARTLAND	MINI LAMPS	\$1.36
E 101-52200-360 VEHICLE MAINT/EXPENSE	PARTS HUT HARTLAND	LAMPS/AIR CHUCKS	\$12.12
E 101-52200-360 VEHICLE MAINT/EXPENSE	PARTS HUT HARTLAND	LAMPS	\$33.04
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$81.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	REDLIN, KENNETH MD	PHYSICAL/DOMINGUEZ	\$125.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	WI STATE FIRE CHIEFS ASSOC	DUES	\$25.00
EXPENSE Descr FIRE PROTECTION			
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-395 COMMUNITY RELATIONS	BEST EDGE MARKETING LLC	COOLERS W/LOGO	\$83.88
E 101-51400-395 COMMUNITY RELATIONS	CIVIC PLUS	ANNUAL WEB HOSTING	\$4,335.03
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	CNA SURETY	BOND/IGL	\$56.25
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$191.94
E 101-51400-210 LEGAL SERVICES	DE LA MORA	LEGAL FEES	\$4,634.84
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	JOURNAL COMMUNITY PUBL	ADS/PUBL NOTICE	\$20.14
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	MAR PHONE/INTERNET	\$103.36
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PITNEY BOWES (371887)	DEC-MAR LEASE	\$331.95
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICES	\$95.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	WI DEPT OF JUSTICE (CRIME)	RECORD CKS/BARTENDER	\$56.00
EXPENSE Descr GENERAL ADMINISTRATION			
EXPENSE Descr IMPACT FEE EXPENSES			
E 206-59000-990 USE OF FIRE IMPACT FEES	TEN2 COMMUNICATIONS	AEROSOL GENERATOR	\$1,500.00
EXPENSE Descr IMPACT FEE EXPENSES			
EXPENSE Descr INSPECTION			
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	MAR PHONE/INTERNET	\$103.36
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	FEB PERMITS	\$3,209.23

Account Descr	Search Name	Comments	Amount
EXPENSE Descr INSPECTION			\$3,312.59
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	LOCKER MATERIALS	\$23.28
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	COLLURA, ROSARIO	REIMBURSE CLOTHING ALLOWANCE	\$49.97
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	SIGNS	\$230.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	COMMUNITY FEST BROCHURES	\$126.00
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ 7/LOF	\$79.26
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ 8/LOF	\$36.18
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	MILWAUKEE AREA TECHNICAL COLLE	TRAINING/HOFFA	\$71.92
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	MILWAUKEE AREA TECHNICAL COLLE	TRAINING/JEWELL	\$95.70
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	MAR PHONE/INTERNET	\$103.36
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICES	\$60.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RED THE UNIFORM TAILOR	UNIFORM ITEMS	\$278.73
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	FEB PRISONER HOUSING	\$316.89
EXPENSE Descr LAW ENFORCEMENT			\$1,471.29
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (75003338)	BOOKS	\$71.24
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (75003338)	BOOKS	\$683.57
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (C031146 3)	BOOKS	\$169.79
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$315.51
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L539676 2)	BOOKS	\$2,500.08
E 101-55110-310 BOOKS & MATERIALS	BRILLIANCE AUDIO INC	ADULT AUDIOBOOKS	\$52.78
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	CIVIC PLUS	ANNUAL FEE	\$716.63
E 101-55110-255 BLDGS/GROUNDS	DILLETT MECHANICAL SERVICE	HVAC SERVICE CALL	\$600.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ENVISIONWARE	ANNUAL SYSTEM MAINT	\$564.40
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	GLOSSY COPIES	\$53.00
E 101-55110-310 BOOKS & MATERIALS	GALE GROUP	LARGE PRINT	\$27.87
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	JENSEN, JANET	REIMBURSE PRGM SUPPLIES	\$57.76
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	KAPCO	LABEL PROTECTORS/TAPE	\$212.53
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	KAPCO	EASY JACKETS	\$107.26
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	KAPCO	BOOK COVERS	\$350.34
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	HARD DRIVE	\$129.00
E 101-55110-220 UTILITY SERVICES	PAETEC (WINDSTREAM)	MAR PHONE/INTERNET	\$103.36
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	LARGE PRINT/AUDIOBOOKS	\$104.25
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	LARGE PRINT/AUDIOBOOKS	\$50.25
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	LARGE PRINT/AUDIOBOOKS	\$47.25
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	LARGE PRINT/AUDIOBOOKS	\$30.00
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOKS	\$198.00
E 101-55110-310 BOOKS & MATERIALS	VALUE LINE PUBLISHING INC	ANNUAL SUBSCRIPTIONS	\$1,239.00

Account Descr	Search Name	Comments	Amount
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	FEB-MAR GAS	\$1,256.43
EXPENSE Descr LIBRARY			\$9,640.30
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$93.89
E 101-51600-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	ANCHORS/SCREWS	\$58.81
E 101-51600-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$65.81
E 101-51600-300 OPERATING SUPPLIES/EXPENSES	HAHN ACE HARDWARE	SNOWBLOWER CABLE	\$10.99
E 101-51600-300 OPERATING SUPPLIES/EXPENSES	HAHN ACE HARDWARE	FUSES	\$10.31
EXPENSE Descr MUNICIPAL BUILDING			\$239.81
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	REINDERS INC	CONF REG/LAGUNA	\$99.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	SUPERIOR CHEMICAL CORP	TRASH BAGS	\$276.64
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	FEB-MAR CENTENNIAL	\$93.92
EXPENSE Descr PARKS			\$469.56
EXPENSE Descr PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	ANOTHER SEAT STITCHED	REPR SEAT #30	\$50.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	STEERING WHEEL COVER	\$24.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	BALL JOINTS	\$227.96
E 101-53000-410 STREETS GEN MAINT	BATTERY PRODUCTS INC	BATTERIES	\$177.12
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	CAULK	\$5.37
E 101-53000-410 STREETS GEN MAINT	BIEBELS TRUE VALUE	SIGN TOOLS/BOX	\$28.76
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	CA LIGHTING LENSES INC	LIGHTS	\$180.00
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	CONCRETE & BRICK SPECIALISTS	FEB SNOWPLOWING	\$1,132.50
E 101-53000-410 STREETS GEN MAINT	GRAINGER	SAND BAGS	\$216.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	HAHN ACE HARDWARE	FASTNERS	\$1.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	JACK SAFRO FORD-LINCOLN-MERCUR	BLOWER RESISTER #30	\$22.79
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	JOURNAL COMMUNITY PUBL	AD/SEASONAL EMPLOYMENT	\$169.78
E 101-53000-410 STREETS GEN MAINT	LANG ENTERPRISES INC	BRACKETS/POSTS	\$52.80
E 101-53000-410 STREETS GEN MAINT	LANG ENTERPRISES INC	BARRICADE LIGHTS	\$234.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	MEDICAL ASSOCIATES INC	QTRLY RANDOM DRUG TESTING	\$74.67
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	MIDWEST SERVICE EQUIPMENT INC	REPR PRESSURE WASHER	\$268.23
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	HOSE/FILTER	\$553.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	OIL FILTER	\$75.75
E 101-53000-360 VEHICLE MAINT/EXPENSE	MOORE OIL	OIL	\$346.80
E 101-53000-220 UTILITY SERVICES	PAETEC (WINDSTREAM)	MAR PHONE/INTERNET	\$301.36
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	PIONEER ROOFING	REPR ROOF LEAK	\$247.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	BLACK GLOVES	\$15.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	MIRROR	\$84.32

Account Descr	Search Name	Comments	Amount
E 101-53000-225 STREET LIGHTING	WE ENERGIES	JAN-FEB ST LIGHTING	\$8,271.34
EXPENSE Descr PUBLIC WORKS			\$12,762.39
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DEBOER, IRA	UKULELE	\$47.20
E 101-55300-295 TRIPS	DOUSMAN TRANSPORT	FEB FIELD TRIP	\$558.46
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HALVERSON, LINDA	INTRO TO PIANO	\$79.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HAMPE, CHRISTINE	DEC-FEB ZUMBA	\$128.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HELLMAN, STEPHANIE	DEC-FEB ZUMBA	\$128.80
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	JOURNAL COMMUNITY PUBL	AD/HARTLAND MATTERS	\$127.67
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	KNOLLWOOD STABLES	BASIC HORSEMANSHIP	\$216.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	KRUGER, CHRISTIAN T	OLD FAMILY PHOTOS	\$91.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	TODDLERS SCULPTING	\$96.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY MARTIAL ARTS	BABYSITTING BASICS/TEEL	\$35.20
E 101-55300-295 TRIPS	MENOMONEE FALLS SCHOOL DISTRICT	WEST SIDE STORY	\$450.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MILLER, KATHI	CLUTTER CLASS	\$120.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	FEB-MAR YOGA FOR KIDS	\$168.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OSBORNE, SHEILA RAE	AGELESS SKIN	\$250.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	MAR PHONE/INTERNET	\$103.36
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	RABIEGO, MARY	MUSIC TIME FUN	\$156.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	RABIEGO, MARY	SING AND BOUNCE	\$108.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	DEC-FEB ZUMBA	\$128.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	TO THE POINTE	I CAN DANCE/TUMBLE	\$220.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	TO THE POINTE	DANCE EXPLORERS 4/5YR	\$55.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	TO THE POINTE	DANCE EXPLORERS 3YR	\$331.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	US COAST GUARD AUXILIARY	BOATER SAFETY	\$790.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY PARK SYSTEM	LEARN TO SKATE	\$600.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$4,989.89
EXPENSE Descr SEWER SERVICE			
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	MAR FEES	\$69,602.76
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	MAR HRA FEES	\$24.88
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	MEDICAL ASSOCIATES INC	QTRLY RANDOM DRUG TESTING	\$74.66
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ANNUAL EMAIL SECURITY/ARCHIVER	\$583.00
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	PAETEC (WINDSTREAM)	MAR PHONE/INTERNET	\$301.36
EXPENSE Descr SEWER SERVICE			\$70,586.66
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	MAR HRA FEES	\$62.20
E 620-53700-923 OUTSIDE SERVICES	EUROFINS	LAB SERVICES/#3 PUMPHOUSE	\$1,366.30
E 620-53700-923 OUTSIDE SERVICES	EUROFINS	LAB SERVICES/#5 PUMPHOUSE	\$1,219.30

Account Descr	Search Name	Comments	Amount
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	HAHN ACE HARDWARE	LOCK SPRAY	\$5.38
E 620-53700-651 MAINTENANCE OF MAINS	HD SUPPLY WATERWORKS, LTD	VALVE KEY	\$85.00
E 620-53700-651 MAINTENANCE OF MAINS	HD SUPPLY WATERWORKS, LTD	ANODES/CONNECTORS	\$375.00
E 620-53700-923 OUTSIDE SERVICES	MEDICAL ASSOCIATES INC	QTRLY RANDOM DRUG TESTING	\$74.67
E 620-53700-674 METERS	MIDWEST METER INC	COUPLINGS	\$220.12
E 620-53700-674 METERS	MIDWEST METER INC	METERS	\$3,540.00
E 620-53700-923 OUTSIDE SERVICES	ONTECH SYSTEMS, INC	ANNUAL EMAIL SECURITY/ARCHIVER	\$583.00
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	PAETEC (WINDSTREAM)	MAR PHONE/INTERNET	\$301.36
E 620-53700-662 WATER TREATMENT EQUIP	USA BLUE BOOK	PUMP/VALVE	\$767.05
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB #3 PUMPHOUSE	\$1,889.75
E 620-53700-930 MISC GENERAL EXPENSES	WI DEPT OF NATURAL RESOURCES	OPERATOR CERT/FELKNER	\$45.00
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FEB LAB SERVICES	\$20.00
EXPENSE Descr WATER UTILITY			\$10,554.13
			\$192,712.24

**VILLAGE OF HARTLAND  
LICENSES AND PERMITS  
MARCH 23, 2015**

**Bartender (Operator's) License – expires June 30, 2016**

Elisabeth Hall  
Andrew Wintermyer  
Jean Marie Hochheim

The Police Chief recommends approval. The Village Clerk recommends approval. All applicants have successfully completed the Responsible Beverage Servers Course.

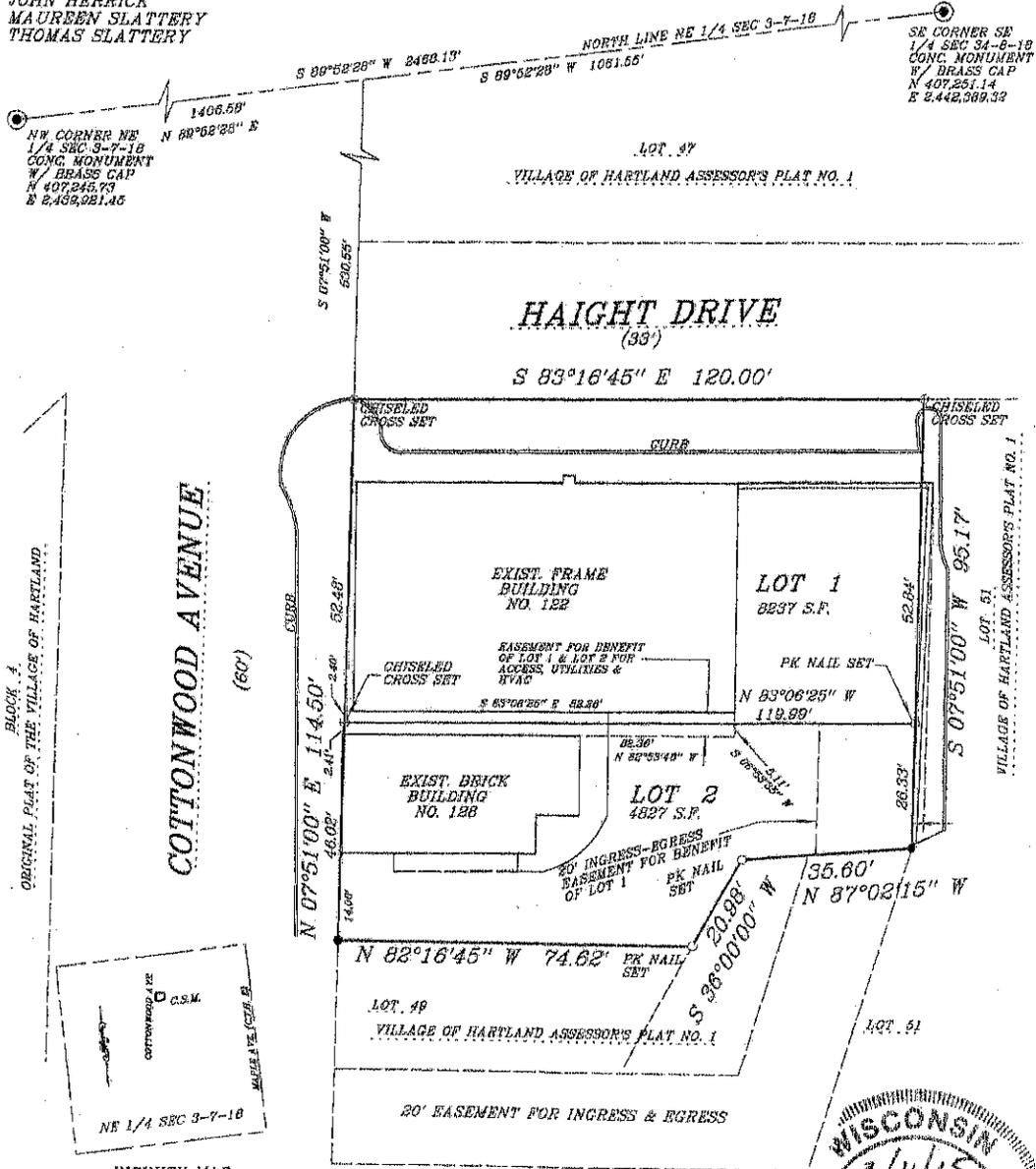
**Temporary Class "B" / "Class B" Retailers Licenses**

Applicant: Pink Heals Lake Country  
Location: Nixon Park  
Date: August 8

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

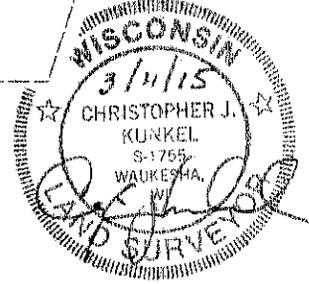
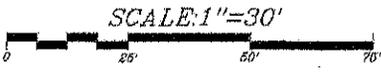
BEING A RE-DIVISION OF LOTS 48 AND 49 IN THE VILLAGE OF HARTLAND ASSESSOR'S PLAT NO. 1, BEING PART OF THE NE 1/4 OF THE NE 1/4 OF SECTION 3, TOWNSHIP 7 NORTH, RANGE 18 EAST, IN THE VILLAGE OF HARTLAND, WAUKESHA COUNTY, WISCONSIN.

PREPARED FOR:  
KATHLEEN HERRICK  
JOHN HERRICK  
MAUREEN SLATTERY  
THOMAS SLATTERY



NOTE:  
○ - DENOTES 1"X10" IRON PIPE 118 LBS. PER LINEAL FOOT SET AT ALL LOT CORNERS UNLESS NOTED OTHERWISE.  
● - DENOTES 1" IRON PIPE FOUND

BEARINGS REFER TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM SOUTH ZONE.



WAW-1428

**EDGEWOOD SURVEYING**  
14105 BEECHWOOD TRAIL • NEW BERLIN • WISCONSIN 53181  
(262)366-5749 • fax (262)797-6389  
EMAIL: edgewoodsurveying@aol.com  
www.edgewoodsurveying.com

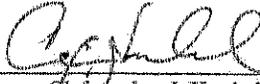
THIS INSTRUMENT DRAFTED BY CHRISTOPHER J. KUNKEL S-1755

**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

Being a re-division of Lots 48 and 49 in the Village of Hartland Assessor's Plat No. 1, being a part of the NE ¼ of the NE ¼ of Section 3, Township 7 North, Range 18 East, in the Village of Hartland, Waukesha County, Wisconsin.

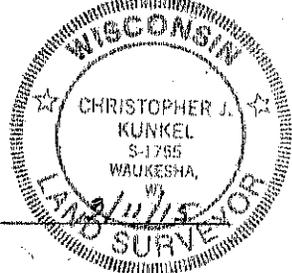
**SURVEYOR'S CERTIFICATE:**

I, Christopher J. Kunkel, Professional Land Surveyor, do hereby certify:  
That I have surveyed, divided and mapped a re-division of Lots 48 and 49 in the Village of Hartland Assessor's Plat No. 1, being a part of the NE ¼ of the NE ¼ of Section 3, Township 7 North, Range 18 East, in the Village of Hartland, Waukesha County, Wisconsin, bounded and described as follows:  
Commencing at the northwest corner of said NE ¼ Section 3; thence N89°52'28"E along the north line of said NE ¼ Section 3, 1406.58 feet; thence S07°51'00"W, 530.55 feet to the place of beginning of the lands to be described; thence S83°16'45"E along the south line of Haight Drive, 120.00 feet; thence S07°51'00"W, 95.17 feet; thence N87°02'15"W, 35.60 feet; thence S26°00'00"W, 20.98 feet; thence N82°16'45"W, 74.62 feet to a point on the east line of Cottonwood Avenue; thence N07°51'00"E along said east line, 114.50 feet to the place of beginning.  
Said lands containing 13,064 square feet of land, more or less.  
That I have fully complied with the provisions of Chapter 236 of the Wisconsin State Statutes and Ordinances of the Village of Hartland, in surveying, dividing and mapping the same.

  
\_\_\_\_\_  
Christopher J. Kunkel

S-1755

Date: \_\_\_\_\_



**VILLAGE BOARD APPROVAL**

Approved by the Village Board of the Village of Hartland on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
David Lamerand, Village President

\_\_\_\_\_  
Darlene Igl, Village Clerk

**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

Being a re-division of Lots 48 and 49 in the Village of Hartland Assessor's Plat No. 1, being a part of the NE 1/4 of the NE 1/4 of Section 3, Township 7 North, Range 18 East, in the Village of Hartland, Waukesha County, Wisconsin.

**OWNER'S CERTIFICATE**

As owners, we hereby certify that we have caused the land described above to be surveyed, divided and mapped as represented on this map in accordance with the requirements of Ordinances of the Village of Hartland, and that this map is required to be submitted to the following for approval or objection: Village of Hartland.

Witness the hand and seal of said owners this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

In the presence of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Kathleen Herrick  
\_\_\_\_\_  
John Herrick  
\_\_\_\_\_  
Maureen Slattery  
\_\_\_\_\_  
Thomas Slattery

STATE OF WISCONSIN )  
COUNTY OF WAUKESHA)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named Kathleen Herrick, John Herrick, Maureen Slattery and Thomas Slattery, to me be known to be the persons who executed the forgoing instrument and acknowledged the same.

My commission expires: \_\_\_\_\_  
Notary Public

**PLANNING COMMISSION APPROVAL**

Approved by the Plan Commission of the Village of Hartland on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
David Lamcrand, Chairman

\_\_\_\_\_  
Darlene Igl, Village Clerk

**DEPARTMENT OF BUILDING INSPECTION  
APPLICATION FOR ARCHITECTURAL BOARD**

Job Address <u>122 Cottonwood Ave</u>				
Lot	Block	Subdivision	Key No. HAV <u>0729988001</u>	
Owner <u>Cottonwoods Investments</u>	EMAIL <u>Sberger173@aol.com</u>		Phone <u>507-923-6870</u>	
Address <u>724 Winston Way</u>	City <u>Hartland</u>	State <u>WI</u>	Zip <u>53029</u>	
Contractor <u>Michael Thomas Div.</u>	Phone <u>262/375-1000</u>	FAX <u>375-1354</u>	EMAIL <u>mplant@wi.r.R.com</u>	
Address <u>154 Granville Rn</u>	City <u>Cedarburg</u>	State <u>WI</u>	Zip <u>53012</u>	

The Architectural Board meets on the THIRD MONDAY of the Month at 7:00 p.m. in the Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue in the Village of Hartland.

The DEADLINE for filing is THREE WEEKS PRIOR TO THE MEETING DATE at 4:30 p.m. All of the following information must be received prior to the deadline in order to be placed on the agenda.

**Commercial/Industrial/Multifamily:**

- Three bound sets of plans (one of the sets must be reduced to a maximum size of 11" x 17"). Plans must show all sides of building, materials and colors, exterior HVAC locations, appearance, and dumpster location.
- Three site plans. Plans must be dimensioned.
- Three landscape plans.
- Three exterior lighting plans. Include type, location, number and wattage of fixtures.

**Signs:**

- Three renderings (one of the renderings must be reduced to a maximum size of 11" x 17"). Include colors and material type. Renderings are to be dimensioned and must show placement on building and height.
- Details (color picture) of all existing wall signs on the same building elevation. A photograph of the building with sign location shown is recommended.
- Three site plans. Not required for wall signs. Plans must be dimensioned.
- Three sets of lighting details. Include type, location, number, and wattage of fixtures.
- Submit Sign Permit Application

**NOTE:** Approval by the Architectural Board is not permission to begin construction; a building permit must first be obtained.

Date Applied: Feb 20, 2015 Date of Meeting: Mar. 16, 2015 Item No. 1

# BEER SNOBS, INC.

February 20, 2015

## OPERATION PLAN

### Business

Beer Snobs, Inc. dba - Beer Snobs Ale & Eats  
122 Cottonwood Avenue, Hartland, Wisconsin 53029  
Phone: Fax: E-Mail:

EIN – 47-2978832

### Business Owner(s)

Steve Berger  
724 Winston Way, Hartland, Wisconsin 53029  
Phone: 507/ 923-6810 e-mail: [sberger173@aol.com](mailto:sberger173@aol.com)  
Harry Berg  
W292 N3962 Round Hill Circle, Pewaukee, Wisconsin  
Phone: 414/ 870-6901 e-mail: [harryqts@wi.rr.com](mailto:harryqts@wi.rr.com)

### Building Owner – Cottonwood Investments, Inc.

EIN – 47-3035100

Steve Berger  
724 Winston Way, Hartland, Wisconsin 53029  
Phone: 507/ 923-6810 e-mail: [sberger173@aol.com](mailto:sberger173@aol.com)  
Harry Berg  
W292 N3962 Round Hill Circle, Pewaukee, Wisconsin  
Phone: 414/ 870-6901 e-mail: [harryqts@wi.rr.com](mailto:harryqts@wi.rr.com)

### Agent for Business

Steve Berger  
724 Winston Way, Hartland, Wisconsin 53029  
Phone: 507/ 923-6810 e-mail: [sberger173@aol.com](mailto:sberger173@aol.com)

### 2<sup>nd</sup> Emergency Contact:

Harry Berg  
W292 N3962 Round Hill Circle, Pewaukee, Wisconsin  
Phone: 414/ 870-6901 e-mail: [harryqts@wi.rr.com](mailto:harryqts@wi.rr.com)

122 Cottonwood Avenue

Hartland, Wisconsin 53029

# BEER SNOBS, INC.

## Description of Business Operation

Restaurant located on 122 Cottonwood Avenue, Hartland, WI featuring appetizers burgers, pizzas and full bar service featuring Craft Beer. Small dining room to meet and socialize with friends and neighbors.

## Hours & Days of Operations

Monday, Tuesday, Wednesday and Thursday	11am	to	Midnight
Friday	11am	to	1am
Saturday	10:30am	to	1am
Sunday	11am	to	10pm

## Employees per Shift

	<u>Part Time</u>	<u>Full Time</u>
Monday, Tuesday, Wednesday and Thursday	3	2
Friday & Sunday	4	2
Saturday	4	3

## Total Number of Customers

Seats in dining room area:	70
Auxiliary dining / meeting area:	32
Estimated maximum with standing:	150

## Parking

Total # of off street parking provided:	8
# of off street parking dedicated for use by business:	7
Number of parking within one block:	140 (See attached)

## Deliveries – Frequency

Deliveries would take place on the front of the building on Cottonwood Avenue. South West corner. Two or three times per week. The front of the building has steps going to the lower level where most of our supplies would be kept.

## Activities that may occur outside the building

Outside seating for dining – north side of building. Details to be determined.  
Trash removal to dumpster located in the rear of building – south east corner.

## Equipment, operation, devise or process that may emit noise, vibration or odors:

Fan from kitchen between the two buildings – 122 and 124 Cottonwood.  
Yummy odors of burgers and pizza being prepared.

122 Cottonwood Avenue

Hartland, Wisconsin 53029





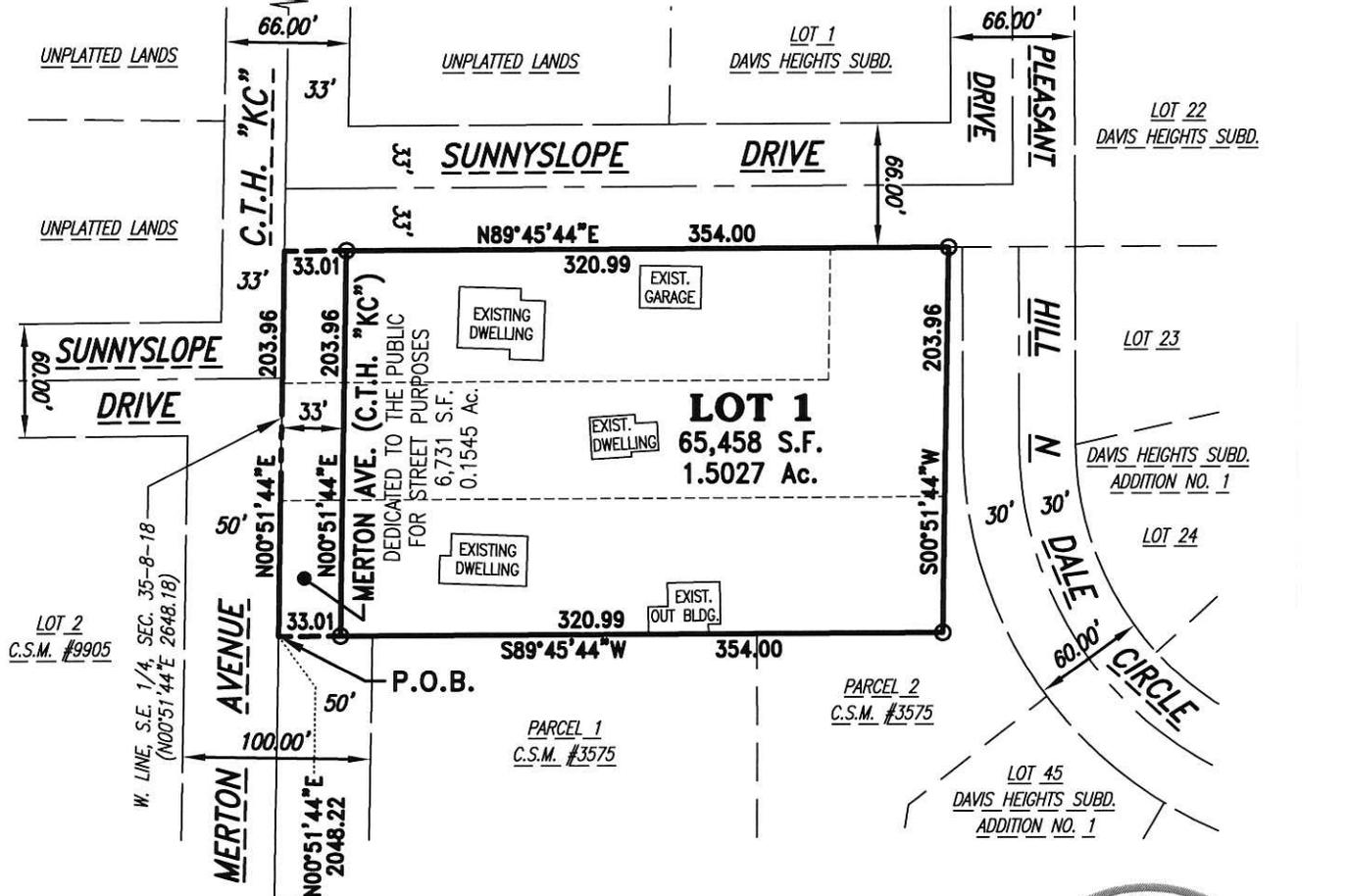
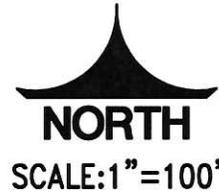
41 + 22 + 18 + 18 + 10 + 10 + 8 + 7 + 9 = 143 140+ spots

# PRELIMINARY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

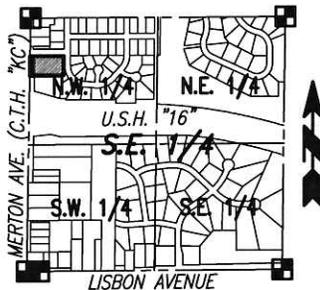
BEING A CONSOLIDATION OF LANDS LOCATED IN A PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 35, TOWN 8 NORTH, RANGE 18 EAST, IN THE VILLAGE OF HARTLAND, WAUKESHA COUNTY, WISCONSIN.

**CENTER, SEC. 35-8-18**  
 CONC. MON. W/BRASS CAP  
 WIS. STATE PLANE COORD.  
 SYSTEM-SOUTH ZONE  
 N - 409,908.14  
 E - 2,445,092.83

**OWNER:**  
 JPS LIMITED, LLC  
 c/o JAY SCHNOREBERG  
 126 E. PROSPECT AVENUE  
 HARTLAND, WI 53027  
 PHONE: 414-881-2112



**S. 1/4 CORNER, SEC. 35-8-18**  
 CONC. MON. W/BRASS CAP  
 WIS. STATE PLANE COORD.  
 SYSTEM-SOUTH ZONE  
 N - 407,260.52  
 E - 2,445,052.99



**LOCALITY MAP:**  
 S.E. 1/4, SEC. 35,  
 T. 8 N., R. 18 E.  
 SCALE: 1"=2000'



12660 W. North Avenue  
 Building "D"  
 Brookfield, WI 53005  
 Phone: (262) 790-1480  
 Fax: (262) 790-1481

**NOTES:**

- ALL BEARINGS ARE REFERENCED TO GRID NORTH OF THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (NAD-27), IN WHICH THE WEST LINE OF THE S.E. 1/4 OF SECTION 35, TOWN 8 NORTH, RANGE 18 EAST, BEARS NORTH 00°51'44" EAST.
- ALL EXISTING STRUCTURES LOCATED WITHIN THE SUBJECT PARCEL TO BE RAZED.
- TELEPHONE LINES, ELECTRIC LINES, CABLE TELEVISION LINES, TELECOMMUNICATIONS LINES, AND OTHER SIMILAR UTILITY SERVICES SHALL BE PLACED UNDERGROUND UNLESS THE APPLICANT OR UTILITY CAN DEMONSTRATE THAT UNDERGROUNDING IS NOT FEASIBLE.



DRAFTED THIS 9TH DAY OF FEBRUARY, 2015  
 THIS INSTRUMENT WAS DRAFTED BY GRADY L. GOSSER, S-2972

JOB NO. 15-002-886-01  
 SHEET 1 OF 4

***PRELIMINARY CERTIFIED SURVEY MAP NO.***

**BEING A CONSOLIDATION OF LANDS LOCATED IN A PART OF THE NORTHWEST 1/4 OF THE  
SOUTHEAST 1/4 OF SECTION 35, TOWN 8 NORTH, RANGE 18 EAST, IN THE VILLAGE OF  
HARTLAND, WAUKESHA COUNTY, WISCONSIN.**

**SURVEYOR'S CERTIFICATE:**

STATE OF WISCONSIN        )  
  )ss  
COUNTY OF WAUKESHA    )

I, Grady L. Gosser, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped a consolidation of Lands located in a part of the Northwest 1/4 of the Southeast 1/4 of Section 35, Town 8 North, Range 18 East, in the Village of Hartland, Waukesha County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the South 1/4 Corner of said Section 35; Thence North 00°51'44" East and along the West line of the said Southeast 1/4 Section and the Centerline of "Merton Avenue" (C.T.H. "KC"), 2048.22 feet to the place of beginning of lands hereinafter described;

Continuing thence North 00°51'44" East and along the said West line of the said Southeast 1/4 Section and said Centerline, 203.96 feet to a point; Thence North 89°45'44" East and along the South Right-of-Way line of "Sunnyslope Drive" and the Westerly extension thereof, 354.00 feet to a point; Thence South 00°51'44" West, 203.96 feet to a point; Thence South 89°45'44" West and along the North line of Certified Survey Map No. 3575 and the Westerly extension thereof, 354.00 feet to the point of beginning of this description. Excepting therefrom the West 33.00 feet dedicated to the Public for Street Purposes.

The gross area of said Parcel contains 72,189 Square Feet (or 1.6572 Acres) of land, more or less. The net area of said Parcel after the 1/2 width Public Road Dedication of "Merton Avenue" (C.T.H. "KC") contains 65,458 Square Feet (or 1.5027 Acres) of land, more or less.

That I have made such survey, land division and map by the direction of **JPS LIMITED, LLC**, owner of said lands.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and Chapter 50 of the Ordinances of the Village of Hartland in surveying, dividing and mapping the same.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Grady L. Gosser, P.L.S.  
Professional Land Surveyor, S-2972  
**TRIO ENGINEERING, LLC**  
12660 W. North Avenue, Building "D"  
Brookfield, WI 53005  
Phone: (262)790-1480 Fax: (262)790-1481

**PRELIMINARY CERTIFIED SURVEY MAP NO.** \_\_\_\_\_

**BEING A CONSOLIDATION OF LANDS LOCATED IN A PART OF THE NORTHWEST 1/4 OF THE  
SOUTHEAST 1/4 OF SECTION 35, TOWN 8 NORTH, RANGE 18 EAST, IN THE VILLAGE OF  
HARTLAND, WAUKESHA COUNTY, WISCONSIN.**

**OWNER'S CERTIFICATE OF DEDICATION:**

**JPS LIMITED, LLC**, a Limited Liability Company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said Corporation has caused the land described on this map to be surveyed, divided, mapped and dedicated as represented on this map in accordance with the provisions of Chapter 236 of the Wisconsin Statutes and applicable Land Division Regulations of the Village of Hartland, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**JPS LIMITED, LLC**

\_\_\_\_\_  
Jay Schnorenberg, Managing Member

STATE OF WISCONSIN        )  
  ) ss  
COUNTY OF                    )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Jay Schnorenberg, Managing Member of the above named Corporation, to me known to be the person who executed the foregoing instrument, and to me known to be the Managing Member of said Corporation, and acknowledged that he executed the foregoing instrument as such officer as the deed of said Corporation, by its authority.

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, WI  
My commission expires: \_\_\_\_\_

**CONSENT OF CORPORATE MORTGAGEE:**

\_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing mapping and dedicating of the land described on this Certified Survey Map, and does hereby consent to the above certificate of **JPS LIMITED, LLC**, owner, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

STATE OF WISCONSIN        )  
  ) ss  
COUNTY OF                    )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ of the above named corporation, to me known to be the person who executed the foregoing instrument, and to me known to be such \_\_\_\_\_ of said corporation, and acknowledged that he executed the foregoing instrument as such officer as the deed of said corporation, by its authority.

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, WI  
My commission expires: \_\_\_\_\_

***PRELIMINARY CERTIFIED SURVEY MAP NO.*** \_\_\_\_\_

**BEING A CONSOLIDATION OF LANDS LOCATED IN A PART OF THE NORTHWEST 1/4 OF THE  
SOUTHEAST 1/4 OF SECTION 35, TOWN 8 NORTH, RANGE 18 EAST, IN THE VILLAGE OF  
HARTLAND, WAUKESHA COUNTY, WISCONSIN.**

**VILLAGE OF HARTLAND PLANNING COMMISSION APPROVAL:**

Approved by the Planning Commission of the Village of Hartland on this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
David Lamerand, Village President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Darlene Igl, Secretary

\_\_\_\_\_  
Date

**VILLAGE OF HARTLAND BOARD APPROVAL:**

Resolved, that this Certified Survey Map, being a consolidation of Lands located in a part of the Northwest 1/4 of the Southeast 1/4 of Section 35, Town 8 North, Range 18 East, in the Village of Hartland, Waukesha County, Wisconsin, having been recommended by the Plan Commission, and being the same, is hereby approved and the dedication herein accepted by the Village Board of Trustees of the Village of Hartland on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
David Lamerand, Village President

\_\_\_\_\_  
Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Village Board of Trustees of the Village of Hartland.

\_\_\_\_\_  
Darlene Igl, Village Clerk

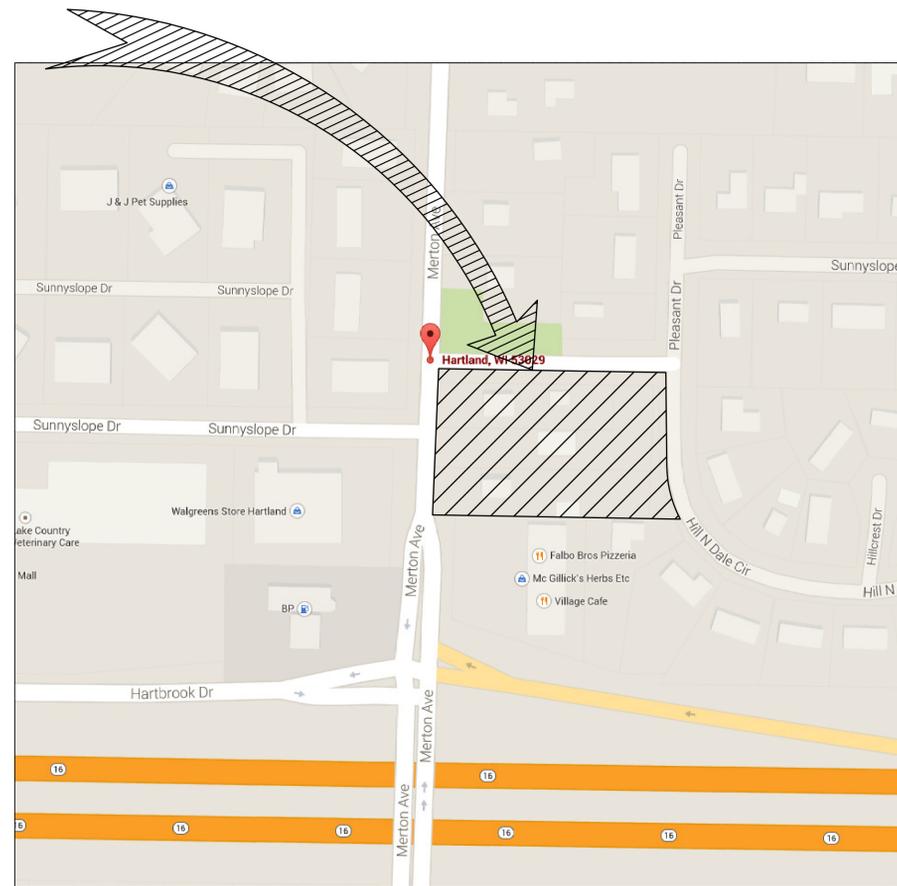
\_\_\_\_\_  
Date

HARTLAND SENIOR LIVING LLC  
THIRTY-TWO UNIT COMMUNITY BASED  
RESIDENTIAL FACILITY

PROJECT LOCATION:  
 SE CORNER OF MERTON AVENUE & SUNNY SLOPE DRIVE  
 VILLAGE OF HARTLAND, WI

DEVELOPER:  
 JPS LIMITED, LLC  
 126 E. PROSPECT AVENUE  
 HARTFORD, WI 53027  
 414-881-2112

SHEET INDEX	
<u>COVER</u>	
C-1	PROJECT COVER SHEET
<u>ARCHITECTURAL</u>	
A-1	GENERAL FLOOR PLAN
A-2	ELEVATIONS



VICINITY MAP  
 SCALE: NOT TO SCALE

JOB NUMBER  
 JFS-2700-215  
 DATE  
 3 / 4 / 2015

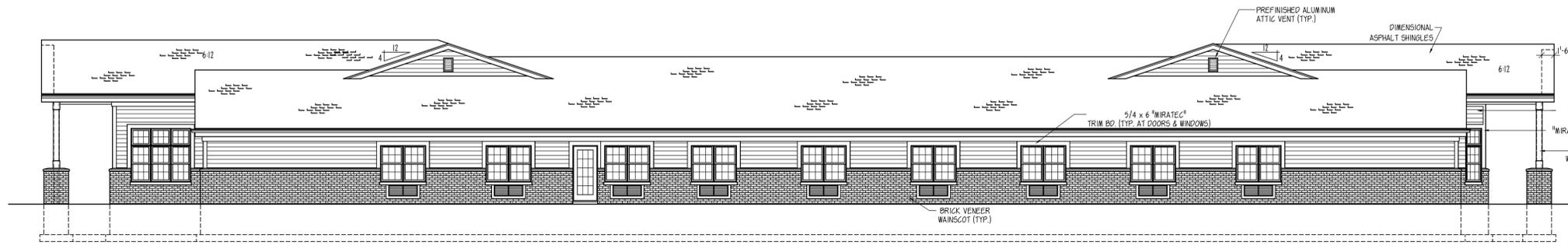
NEW HORIZON  
 VENTURES, L.L.C.  
 ARCHITECTS/PLANNERS  
 P.O. BOX 292, GRAFTON, WI 53024  
 www.NEWHORIZONVENTURES.com  
 262.377.4730 or 262.375.2397



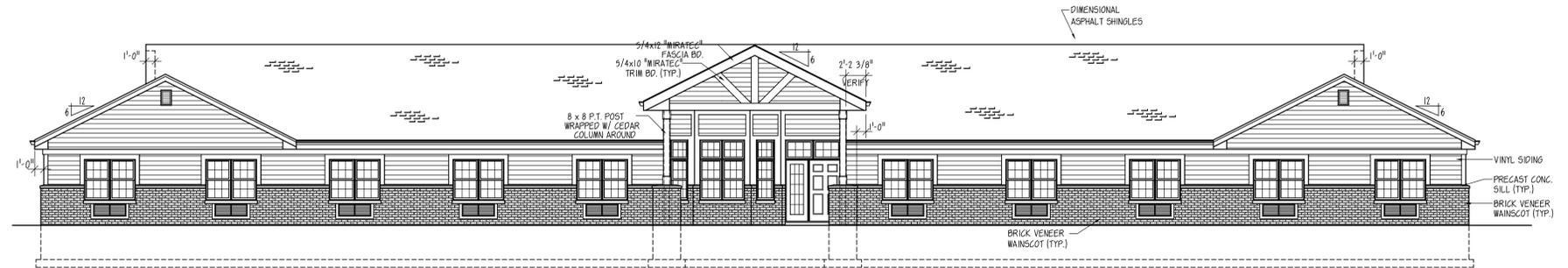
**OVERALL FLOOR PLAN**  
SCALE: 1/8" = 1'-0"

GROSS SQUARE FOOTAGE (FOOTPRINT UNDER ROOF) = 24,251 S.F.  
NET SQUARE FOOTAGE (LESS COVERED CANOPIES) = 23,869  
32 UNITS REQUIRES 2,880 S.F. COMMON AREA  
COMMON AREA PROVIDED (ALL WITH LIGHT & VENTILATION) = 2,993 S.F.

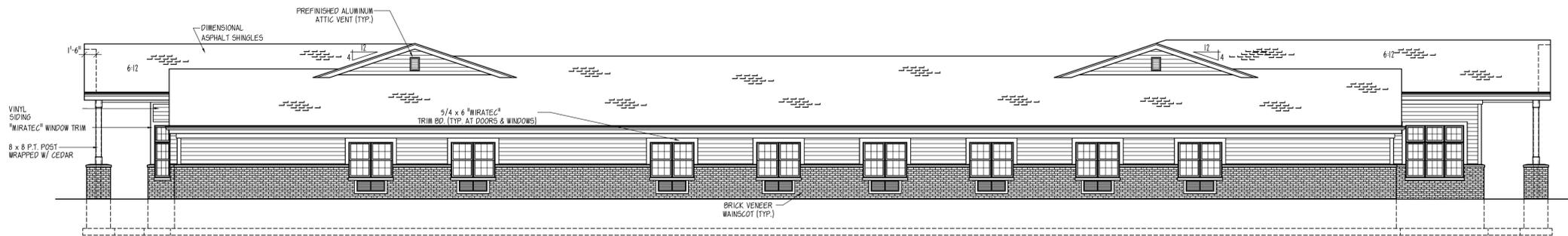
PROJECT	
32 UNIT ASSISTED LIVING FACILITY HARTLAND, WI	
P.O. BOX 292, GRAFTON, WI 53024 http://www.nhv-arch.com 262-377-4730 or 262-375-2397	
JOB NUMBER	DATE
JFS-2700-2/14	3/04/2015
SHEET	REVISIONS:
A-1	
CHECKED BY:	DRAWN BY:
D.S.	D.S.



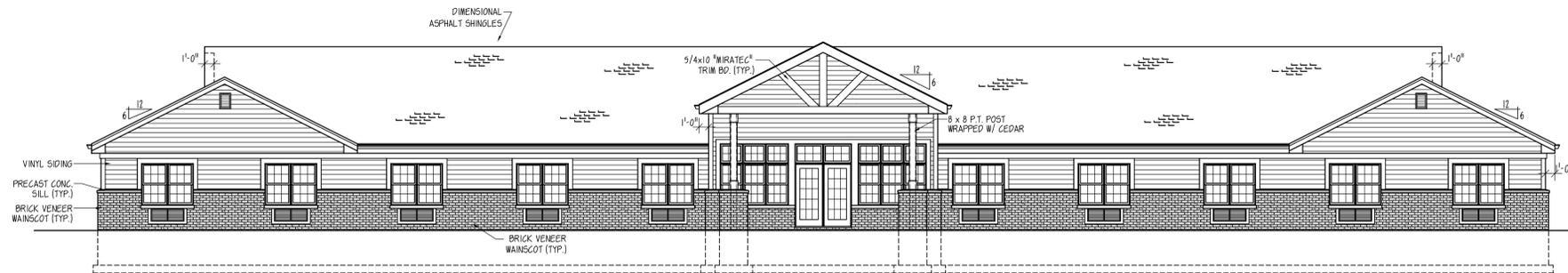
LEFT ELEVATION  
SCALE: 1/8" = 1'-0"



FRONT ELEVATION  
SCALE: 1/8" = 1'-0"



RIGHT ELEVATION  
SCALE: 1/8" = 1'-0"



REAR ELEVATION  
SCALE: 1/8" = 1'-0"

PROJECT  
HARTLAND 32 UNIT CBRF

NEW HORIZON  
VENTURES, L.L.C.  
ARCHITECTS/PLANNERS

P.O. BOX 292, GRAFTON, WI 53024  
<http://www.nhv-arch.com>  
262-377-4730 or 262-375-2397

JF-8-2700-215  
DATE  
3/04/2015

SHEET

A-2

CHECKED BY:  
D.S.

DRAWN BY:  
D.S.

**VILLAGE OF HARTLAND**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ADOPTING AN AMENDMENT TO  
THE VILLAGE OF HARTLAND COMPREHENSIVE DEVELOPMENT PLAN: 2035**

**WHEREAS**, the Village of Hartland, through its Plan Commission and Board of Trustees, developed and approved *The Village of Hartland Comprehensive Development Plan: 2035*, Waukesha County, Wisconsin; and

**WHEREAS**, a request has been received to amend the Recommended Land Use Plan (Map 9-6) of said Plan to change the designation for properties located on Merton Avenue south of Sunny Slope Drive, including Parcels HAV 0428985, HAV 0428986 and HAV 0428987 Multi-Family Residential – Senior Development as shown in the attached Exhibit A; and

**WHEREAS**, the Village Plan Commission held a public meeting on April 20, 2015 and adopted the amendment to the Recommended Land Use Plan on April 20, 2015, and has submitted a certified copy of the resolution to the Board of Trustees of the Village of Hartland; and

**WHEREAS**, the Board of Trustees of the Village of Hartland held a public hearing regarding the proposed designation amendment on April 27, 2015 and concurs with the Village Plan Commission recommendation to so designate the aforementioned properties.

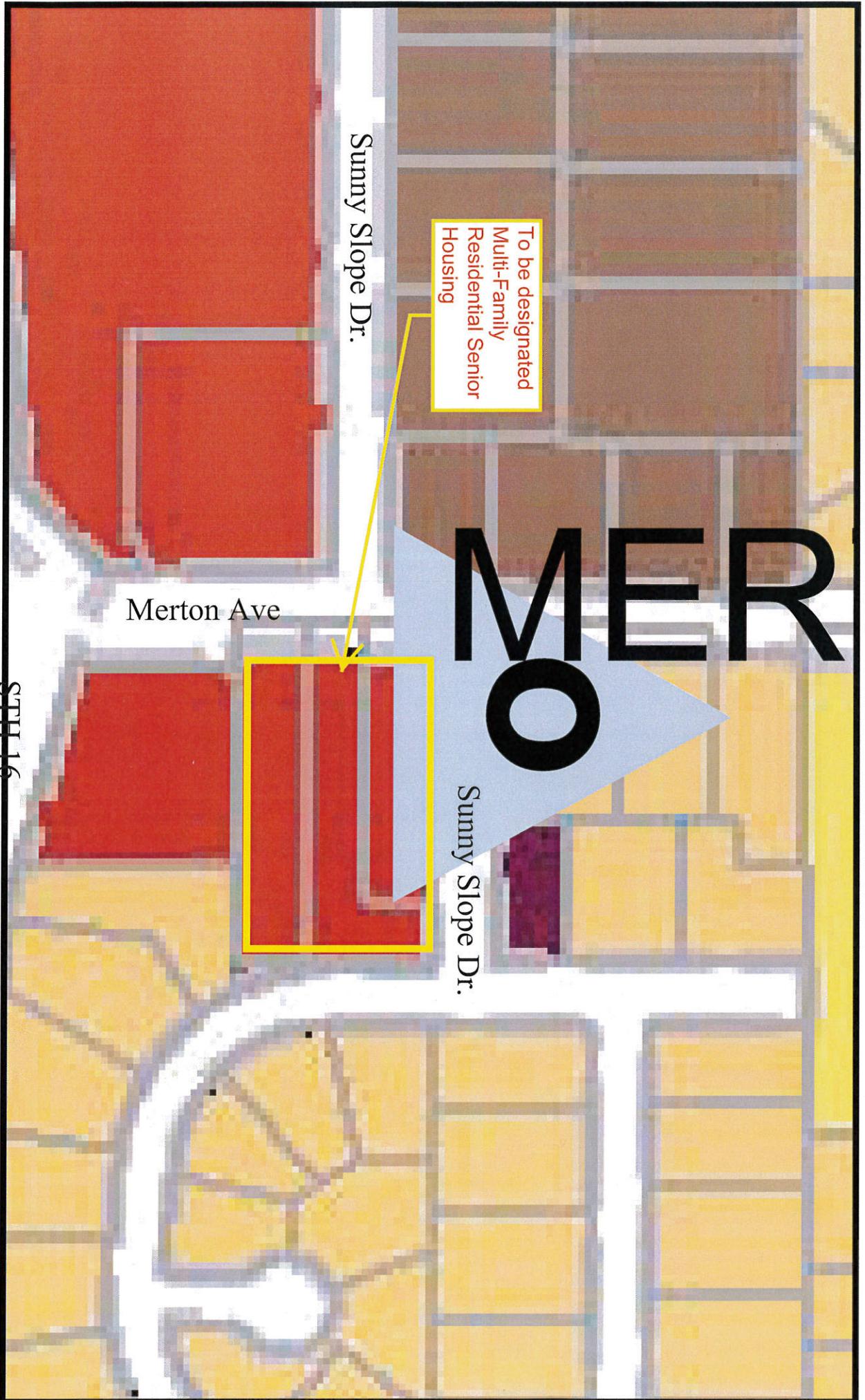
**NOW, THEREFORE, BE IT ORDAINED**, that the Board of Trustees of the Village of Hartland hereby adopts the amendment to the Land Use Plan contained in *The Village of Hartland Comprehensive Development Plan: 2035* to designate the properties located on Merton Avenue south of Sunny Slope Drive, including Parcels HAV 0428985, HAV 0428986 and HAV 0428987 Multi-Family Residential – Senior Development.

Passed and adopted this 27<sup>th</sup> day of April 2015, by the Board of Trustees of the Village of Hartland.

\_\_\_\_\_  
David C. Lamerand, Village President

ATTEST:

\_\_\_\_\_  
Darlene Igl, MMC, WCPC, Village Clerk



To be designated  
Multi-Family  
Residential Senior  
Housing

Sunny Slope Dr.

Merton Ave

MOR

Sunny Slope Dr.

STH 16

**VILLAGE OF HARTLAND**

**ORDINANCE NO. \_\_\_\_\_**

DRAFT - March 19, 2015

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP  
OF THE VILLAGE OF HARTLAND**

WHEREAS, The Village of Hartland has received a request to consider the rezoning of properties located on Merton Avenue south of Sunny Slope Drive, including Parcels HAV 0428985, HAV 0428986 and HAV 0428987, from the RD-2 Two-Family Residential and B-1 Neighborhood Business Districts to RM-1 Multiple Family Residential District to allow construction of Memory Care Facility; and

WHEREAS, The Village of Hartland Plan Commission has considered the request and has recommended approval of the request and finds that it is necessary and desirable to amend the zoning of this property as noted above; and

WHEREAS, The Village Board of Trustees conducted a Public Hearing regarding this proposed change on April 27, 2015.

NOW THEREFORE, THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DOES ORDAIN AS FOLLOWS:

**Section 1:** The Village of Hartland Zoning Map is hereby amended to change the following properties located on Merton Avenue south of Sunny Slope Drive, including Parcels HAV 0428985, HAV 0428986 and HAV 0428987, from the RD-2 Two-Family Residential and B-1 Neighborhood Business Districts to RM-1 Multiple Family Residential District as shown on the attached Exhibit A and described in Exhibit B subject to the provisions of the Zoning Ordinance for the Village of Hartland.

**Section 2:** If any section, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of such ordinance.

**Section 3:** This Ordinance shall take effect and be in full force after adoption and proper publication.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

VILLAGE OF HARTLAND

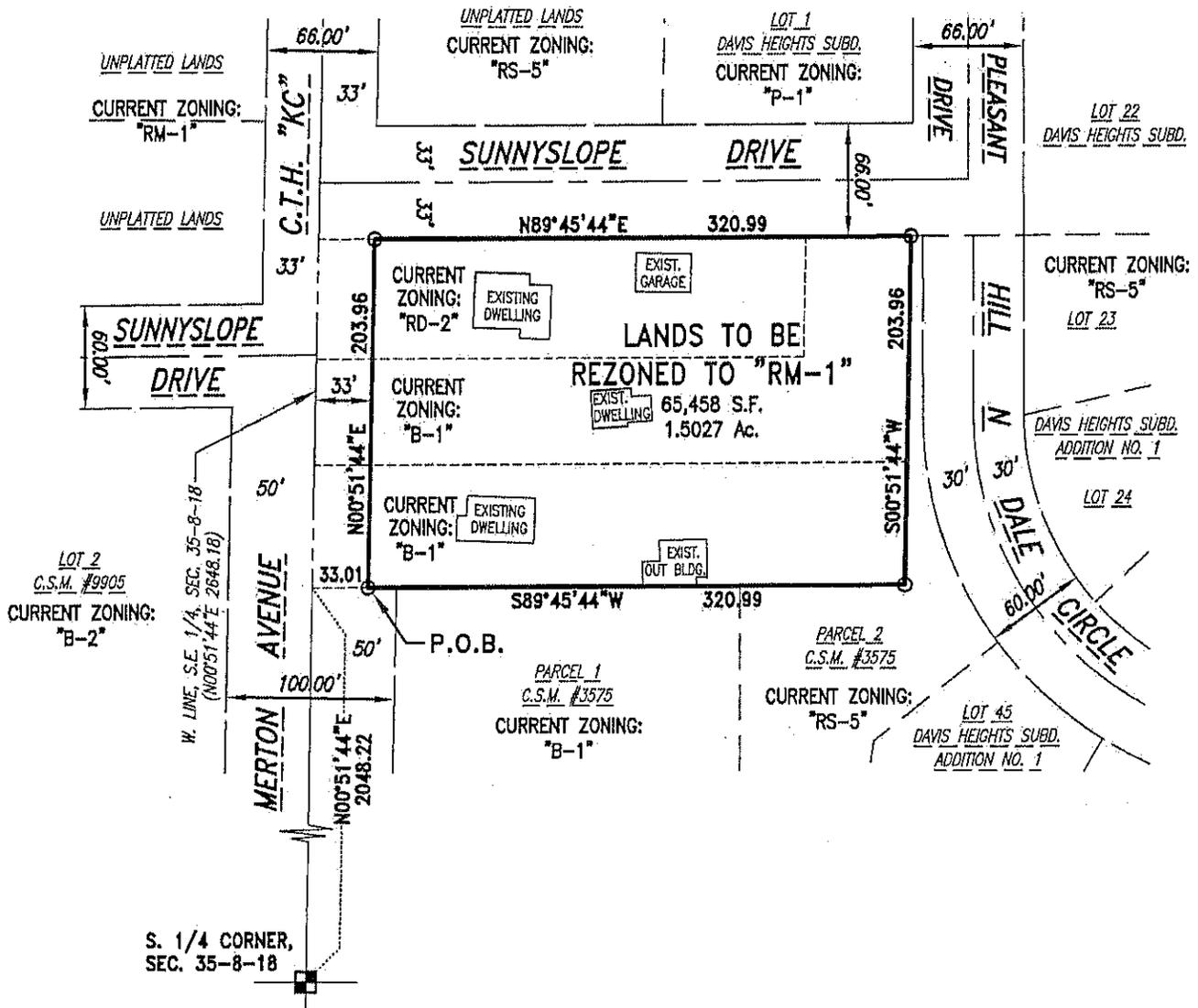
By: \_\_\_\_\_  
David C. Lamerand, Village President

ATTEST:

\_\_\_\_\_  
Darlene Igl, MMC, WCPC, Village Clerk

# REZONING EXHIBIT "A"

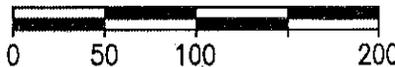
ALL THAT PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 35, TOWN 8 NORTH, RANGE 18 EAST, IN THE VILLAGE OF HARTLAND, WAUKESHA COUNTY, WISCONSIN.



12660 W. North Avenue  
 Building "D"  
 Brookfield, WI 53005  
 Phone: (262) 790-1480  
 Fax: (262) 790-1481



SCALE: 1" = 100'



H:\C800\886\15002-01\Exhibits\885DEX\_REZONING.dwg

THIS EXHIBIT WAS PREPARED BY GRADY L. GOSSER, P.L.S. (S-2972)

DATE: 2-9-15

# REZONING EXHIBIT "B"

## LANDS TO BE REZONED TO "RM-1"

### LEGAL DESCRIPTION:

All that part of the Northwest 1/4 of the Southeast 1/4 of Section 35, Town 8 North, Range 18 East, in the Village of Hartland, Waukesha County, Wisconsin, now being more particularly bounded and described as follows:

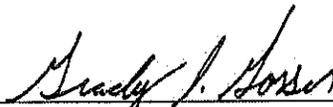
Commencing at the South 1/4 Corner of said Section 35; Thence North 00°51'44" East and along the West line of the said Southeast 1/4 Section and the Centerline of "Merton Avenue" (C.T.H. "KC"), 2048.22 feet to a point; Thence North 89°45'44" East, 33.01 feet to a point on the East Right-of-Way line of said "Merton Avenue" (C.T.H. "KC") and the place of beginning of lands hereinafter described;

Thence North 00°51'44" East and along the said East Right-of-Way line, 203.96 feet to a point; Thence North 89°45'44" East and along the South Right-of-Way line of "Sunnyslope Drive", 320.99 feet to a point; Thence South 00°51'44" West, 203.96 feet to a point; Thence South 89°45'44" West and along the North line of Certified Survey Map No. 3575, 320.99 feet to the point of beginning of this description.

Said parcel contains 65,458 Square Feet (or 1.5027 Acres) of land, more or less.

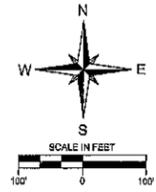
Date: 2/9/15



  
Grady L. Gosser, P.L.S.  
Professional Land Surveyor, S-2972  
**TRIO ENGINEERING, LLC**  
12660 W. North Avenue, Building "D"  
Brookfield, WI 53005  
Phone: (262)790-1480 Fax: (262)790-1481







NOTE: The location and size of the underground structures and utilities shown herein have been located to a reasonable degree of accuracy, but the Engineer and/or Contractor does not guarantee their exact location or the location of other utilities.

OWNER/SUBDIVIDER  
 FOUR WINDS DEVELOPMENT LLC  
 C/O SILENO COMPANIES, INC.  
 5425 NORTH 118th COURT  
 MILWAUKEE, WI 53225-9087  
 ATTN: JAMES A. SILENO

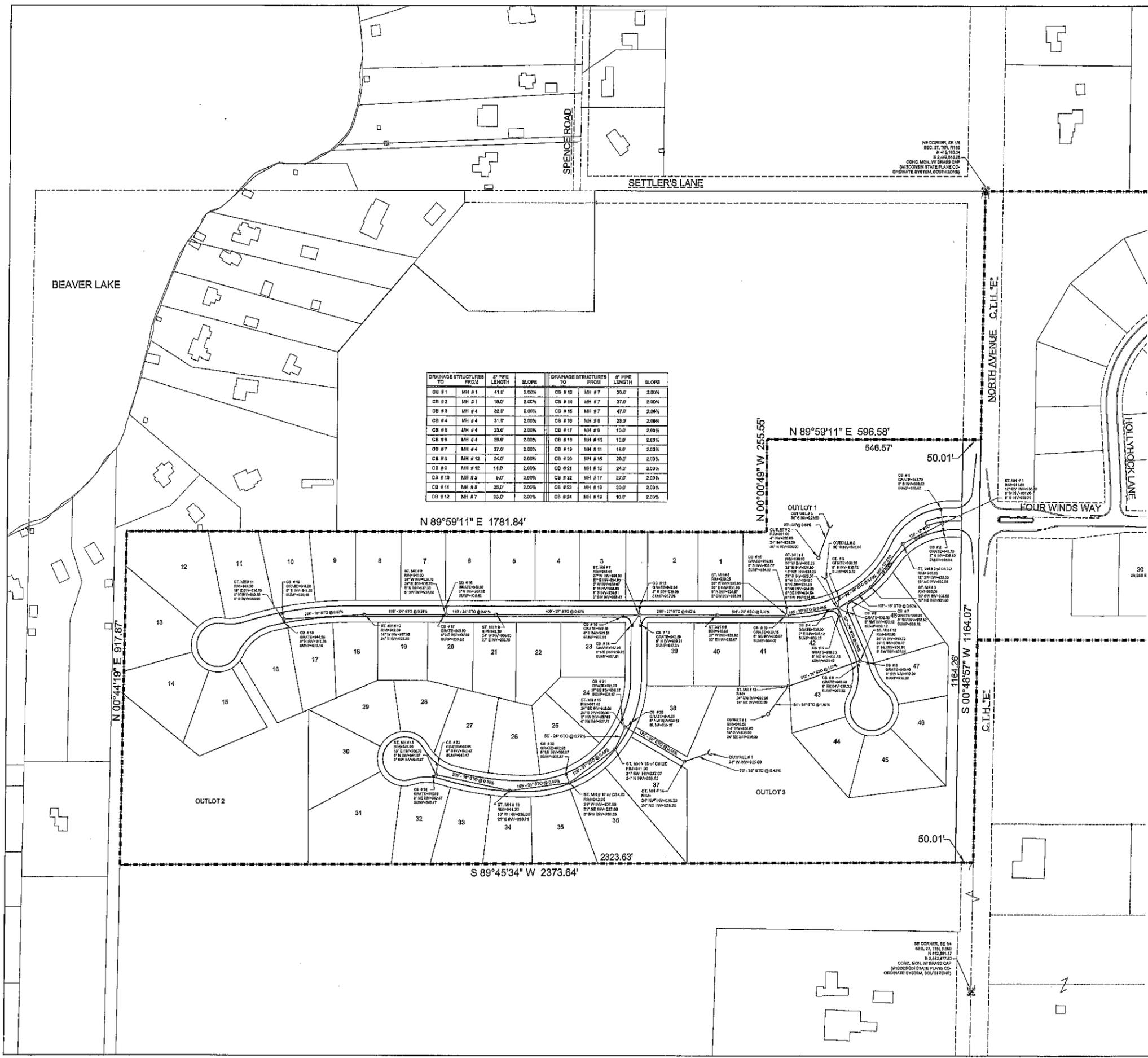
SURVEYOR/ENGINEER  
 JAHNIKE & JAHNIKE ASSOC., INC.  
 ATTN: JOHN R. STIGLER, PLS  
 711 W. MORELAND BLVD.  
 WALKESHA, WI 53188-2479  
 PHONE: (262) 642-6797

RE: FOUR WINDS WEST  
 STORM SEWER SYSTEM MAP  
 FOR: FOUR WINDS DEVELOPMENT LLC  
 PART OF THE NE 1/4, SE 1/4, SW 1/4 AND NW 1/4  
 OF THE SE 1/4 OF SEC. 27, T8N, R18E  
 FUTURE VILLAGE OF HARTLAND, WALKESHA COUNTY, WI

JAHNIKE & JAHNIKE ASSOCIATES INC.  
 PLANNERS & PROFESSIONAL ENGINEERS  
 711 W. MORELAND BLVD. WALKESHA, WI 53188  
 TEL: (262) 642-6797 FAX: (262) 642-7889

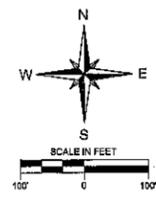
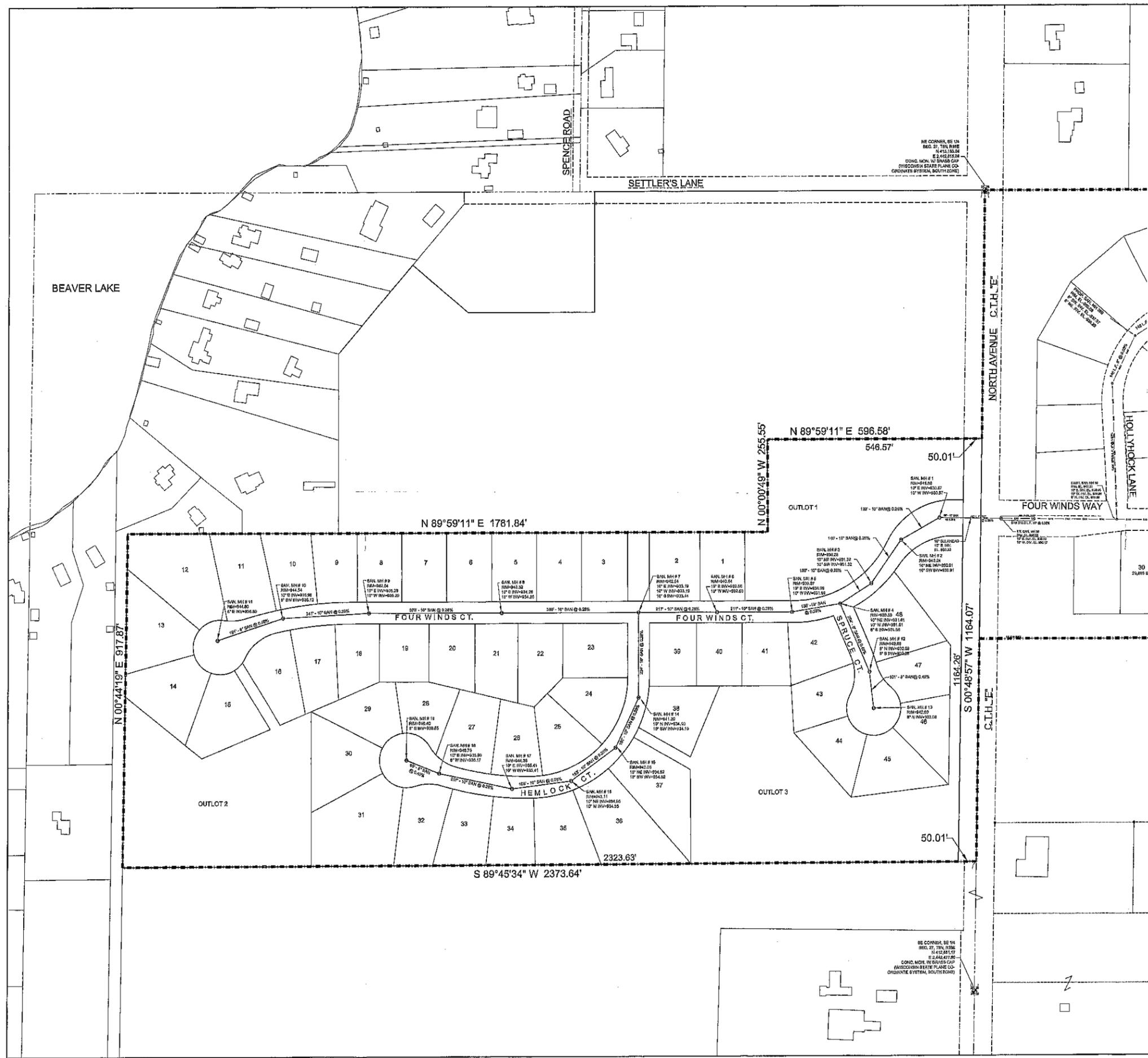
SCALE: 1"=100'  
 DATE: MARCH 8, 2015  
 DRAWN BY: S.L. & D.L.L. CHECKED BY: J.R.S. FILE NO.: MERTON1501  
 BOOK NO.: MERTON23 JOB: 8-800 SHEET: 1 OF 1

DRAINAGE STRUCTURES TO	FROM	PIPE LENGTH	SLOPE	DRAINAGE STRUCTURES TO	FROM	PIPE LENGTH	SLOPE
CS #1	MH #1	41.0'	2.00%	CS #13	MH #7	30.0'	2.00%
CS #2	MH #1	18.0'	2.00%	CS #14	MH #7	37.0'	2.00%
CS #3	MH #4	32.0'	2.00%	CS #15	MH #7	47.0'	2.00%
CS #4	MH #4	31.0'	2.00%	CS #16	MH #8	29.0'	2.00%
CS #5	MH #4	29.0'	2.00%	CS #17	MH #9	10.0'	2.00%
CS #6	MH #4	25.0'	2.00%	CS #18	MH #11	10.0'	2.00%
CS #7	MH #4	37.0'	2.00%	CS #19	MH #11	18.0'	2.00%
CS #8	MH #12	24.0'	2.00%	CS #20	MH #15	28.0'	2.00%
CS #9	MH #12	14.0'	2.00%	CS #21	MH #15	24.0'	2.00%
CS #10	MH #5	9.0'	2.00%	CS #22	MH #17	27.0'	2.00%
CS #11	MH #5	25.0'	2.00%	CS #23	MH #18	30.0'	2.00%
CS #12	MH #7	23.0'	2.00%	CS #24	MH #19	10.0'	2.00%



NE CORNER, SEC. 18  
 SEC. 27, T8N, R18E  
 S. 442,777.00  
 CONG. MON. W/ SPARS COP  
 (WISCONSIN STATE PLANS CO-  
 ORDINATE SYSTEM, SOUTH ZONE)

SE CORNER, SEC. 14  
 SEC. 27, T8N, R18E  
 S. 442,777.00  
 CONG. MON. W/ SPARS COP  
 (WISCONSIN STATE PLANS CO-  
 ORDINATE SYSTEM, SOUTH ZONE)



CALL DIGGERS HOTLINE  
1-800-491-1111  
TOLL FREE

NOTE: The location and size of the underground structures and utilities shown herein have been located to a reasonable degree of accuracy. However, the Engineer and/or Surveyor does not guarantee their exact location or the location of other utilities shown.

OWNER/SUBDIVIDER  
FOUR WINDS DEVELOPMENT LLC  
C/O SILENO COMPANIES, INC.  
6428 NORTH 118th COURT  
MILWAUKEE, WI 53225-3087  
ATTN: JAMES A. SILENO

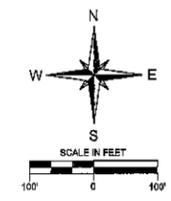
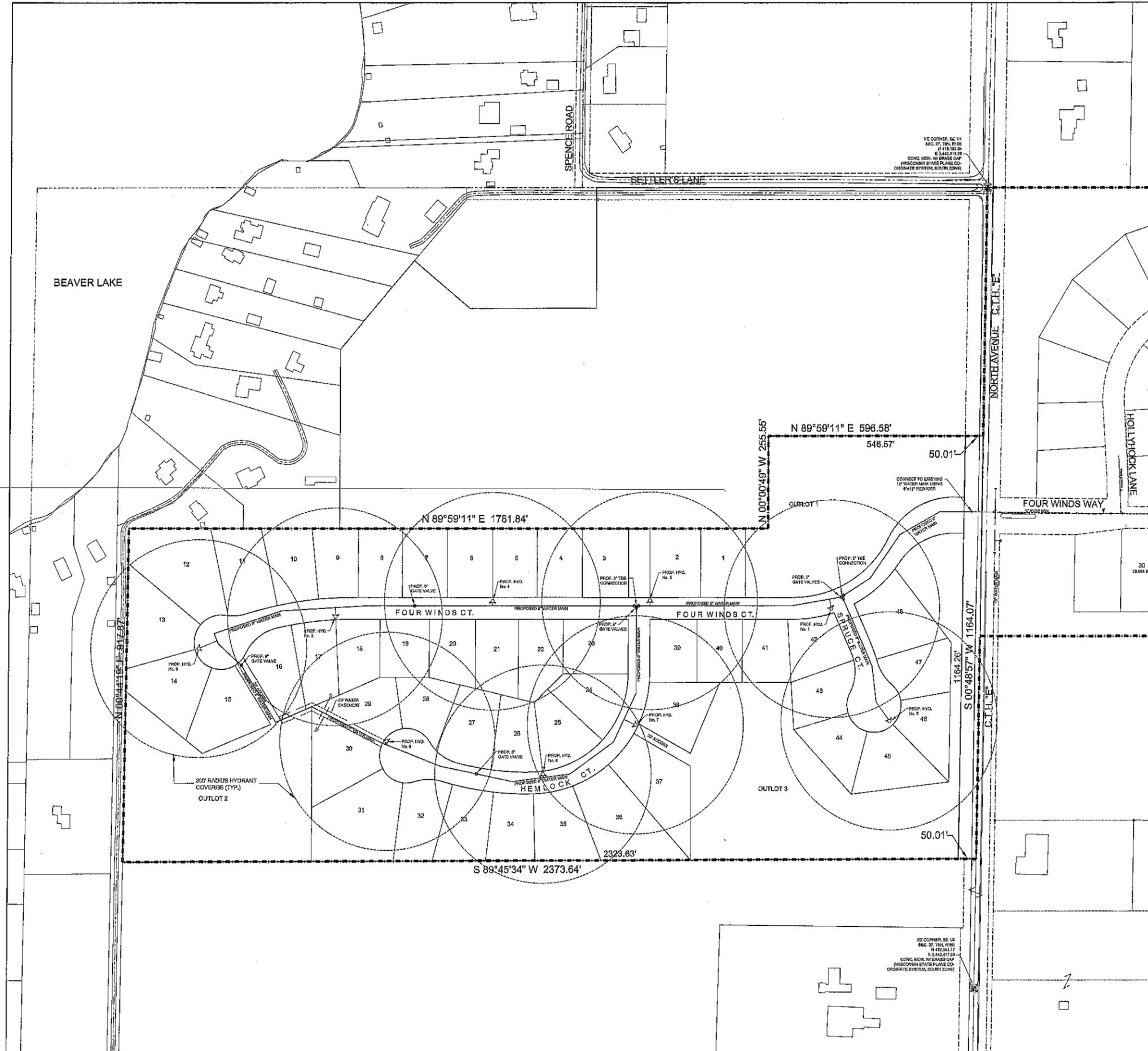
SURVEYOR/ENGINEER  
JAHNKE & JAHNKE ASSOC. INC.  
ATTN: JOHN R. STIGLER, PLS  
711 W. MORELAND BLVD.  
WALKESHA, WI 53188-2478  
PHONE: (262) 642-5797

RE: FOUR WINDS WEST  
SANITARY SEWER SYSTEM MAP  
FOR: FOUR WINDS DEVELOPMENT LLC  
PART OF THE NE 1/4, SE 1/4, SW 1/4 AND NW 1/4  
OF THE SE 1/4 OF SEC. 27, T8N, R18E  
FUTURE VILLAGE OF HARTLAND, WAUKESHA COUNTY, WI

JAHNKE & JAHNKE ASSOCIATES INC.  
PLANNERS & PROFESSIONAL ENGINEERS  
711 W. MORELAND BLVD., WAUKESHA, WI 53188  
TEL: (262) 642-5797 FAX: (262) 642-5855  
DATE: JANUARY, 2016

SCALE: 1"=100'  
DRAWN BY: J.L. & D.L.P. CHECKED BY: J.A.B. FILE NO.: MERTON 22  
BOOKING: MERTON 22 JOB: S-4376 SHEET 1 OF 1

FILE NAME: PROJECT/SUBSET/FOURWINDS/SSUR/DWG



CALL DIGGERS HOTLINE  
1-800-333-4474  
TOLL FREE  
FOR ALL DEPT. OF TRANSPORTATION  
PROJECTS  
MILWAUKEE AREA 262-2479

NOTE: The location and size of the hydrant shown herein have been located in a reasonable degree of accuracy but the Engineer and/or Surveyor does not guarantee the exact location of the location of other lots or items.  
Contact Digging Hotline, Inc., etc.

OWNER/SUBDIVIDER  
FOUR WINDS DEVELOPMENT LLC  
C/O SILENO COMPANIES, INC.  
5428 NORTH 116th COURT  
MILWAUKEE, WI 53225-3067  
ATTN: JAMES A. SILENO

SURVEYOR/ENGINEER  
JAHNKE & JAHNKE ASSOC. INC.  
ATTN: JOHN R. STIGLER, PLS  
711 W. MORELAND BLVD.  
WAUKESHA, WI 53188-2479  
PHONE: (262) 542-6797

RE: FOUR WINDS WEST  
WATER MAIN SYSTEM MAP  
FOR: FOUR WINDS DEVELOPMENT LLC  
PART OF THE NE 1/4, SE 1/4, SW 1/4 AND NW 1/4  
OF THE SE 1/4 OF SEC. 27, T8N, R18E  
FUTURE VILLAGE OF HARTLAND, WAUKESHA COUNTY, WI

JAHNKE & JAHNKE ASSOCIATES INC.  
PLANNERS & PROFESSIONAL ENGINEERS  
211 W. MORELAND BLVD. WAUKESHA, WI 53188  
TEL: (262) 542-6797 FAX: (262) 542-7066

SCALE: 1"=100' DATE: MARCH 14, 2015  
DRAWN BY: B.A. & B.L.P. CHECKED BY: J.W.B. FILE NO.: MARCHION 165  
TOWN: MILWAUKEE 22 JOB: 6-099 SHEET: 4 OF 1

NE CORNER, SE 1/4  
SEC. 27, T8N, R18E  
N 44° 15' 33" E  
E 244.513.34  
CONG. MON. W. SPACES CAP  
PROCESSED STATE PLANS CO-  
ORDINATE SYSTEM, SOUTH ZONE

SE CORNER, SE 1/4  
SEC. 27, T8N, R18E  
N 44° 25' 17" E  
E 244.477.69  
CONG. MON. W. SPACES CAP  
PROCESSED STATE PLANS CO-  
ORDINATE SYSTEM, SOUTH ZONE

Daniel P. Vrakas  
County Executive

Dale R. Shaver  
Director

**RECEIVED**

MAR 18 2015

Village of Hartland

# Waukesha COUNTY

DEPARTMENT OF  
PARKS AND LAND USE

**TO:** Wisconsin Department of Administration – Plat Review

**NOTICE OF:** Conditional Certification of No Objection to Preliminary Plat

**DATE OF REVIEW:** March 11, 2015

**RE:** Subdivision Plat known as: **Four Winds West**  
**File No. 1874**

**LOCATION:** SE ¼ of Section 27, T8N, R18E, Village of Hartland

**SUBMITTED BY:** Wisconsin Department of Administration – Plat Review

**SURVEYOR:** John Stigler  
Jahnke & Jahnke Associates Inc.  
711 W. Moreland Blvd.  
Waukesha, WI 53188

**DATE RECEIVED:** February 24, 2015

**DATE OF PLAT:** December 23, 2014

**SUBDIVIDER:** Four Winds Development LLC  
c/o James Sileno, Sileno Companies, Inc.  
5429 N. 118<sup>th</sup> Court  
Milwaukee, WI 53225

**APPLICABILITY:** The above subject plat has been reviewed by the staff of the Waukesha County Department of Parks and Land Use pursuant to the provisions of Section 236 Wisconsin Statutes and applicable County Ordinances. Any person aggrieved by this decision may appeal within thirty (30) days from the date of said decision by filing with the Waukesha County Park and Planning Commission a Notice of Appeal specifying the grounds thereof. The formal written procedure may be obtained from the Waukesha County Department of Parks and Land Use Administrative Office.

Planning & Zoning Division  
515 W. Moreland Blvd. • Room AC230  
Waukesha, Wisconsin 53188-3868  
Phone: (262) 548-7790 • Fax: (262) 896-8071

REMARKS:

Conditional Certification of No Objection to this Preliminary Plat is based on the following conditions being satisfied prior to Certification of No Objection to the Final Plat:

1. Documentation must be submitted to Waukesha County validating that the subject lands have been annexed to the Village.
2. Preliminary plat review fees must be submitted to Waukesha County no later than March 25, 2015.
3. The name of the individual that delineated the wetlands and the date of the delineation must be identified on the plat.
4. Written documentation shall be submitted from the WDNR verifying that they have reviewed and approved of the wetland boundaries identified on the face of the plat. It should be noted that the DNR Wetlands Inventory shows an area of potential wetland in the area of Lot 28.
5. All proposed easements shall be identified on the face of the Final Plat, including but not limited to, storm water and utility easements.
6. An Outlot Statement shall be placed on the Plat regarding Outlots to be owned by the lot owners of the subdivision (see enclosed). Any outlots that will contain stormwater facilities must be owned in an undivided fractional interest.
7. Access restrictions on the face of the plat prohibiting access to C.T.H. E from any of the Lots or Outlots in this subdivision currently state that all access to C.T.H. E shall be from Four Winds Court. This must be corrected to read all access to C.T.H. E shall be from Hemlock Court.
8. All necessary WDNR permits shall be obtained prior to any land-altering activities taking place.
9. Because the plat will include lands annexed after 1992, and because annexing communities must enforce an ordinance as restrictive as the County Stormwater Management & Erosion Control Ordinance, the storm water facilities that benefit more than a single lot must be located within outlots owned in an undivided fractional ownership by all lots that benefit from the facilities. Additionally, access for maintenance purposes must be provided to all storm water management areas.
10. Documentation must be presented to Waukesha County Planning and Zoning Division staff confirming that, as required by Section NR 110.08(4) of the Wisconsin Administrative Code, the Southeastern Wisconsin Regional Planning Commission has reviewed and commented on the proposed sanitary sewer extension which will be needed to serve this development.

A letter from the Village of Hartland indicating that they are willing to extend sewer to the subdivision must be furnished to the Waukesha County Department of Parks and Land Use.

11. All comments of the Waukesha County Department of Public Works letter dated March 16, 2015 shall be complied with; see attached letter.

In addition to the conditions listed above, Waukesha County also offers the following recommendations:

1. Since this land will be annexed to the Village, we strongly recommend that the Village verify that the standards of the Waukesha County Storm Water Management and Erosion Control Ordinance or an equally restrictive ordinance are met and that all stormwater and erosion control features, as shown on the Erosion Control and Drainage Plan, are noted on the Final Plat and that a related Maintenance Agreement is recorded (see enclosed sample).
2. If the Village requires a wetland setback, we recommend that the setback boundary be identified on the face of the plat.
3. The Park and Open Space Plan for Waukesha County indicates a proposed Village trail running along the east edge of the project adjacent to CTH E. The Village should review the plat to determine if the development complies with the Park and Open Space Plan and any Village Plans.

SIGNED:

*Jason Fruth*

---

Jason Fruth, Planning & Zoning Manager

For information regarding this review, please contact Ben Greenberg at (262) 548-7790.

BD

cc: John Stigler, Surveyor  
James Sileno, Developer  
Village of Hartland Clerk  
Jason Mayer, Waukesha County Public Works Department  
SEWRPC  
WE Energies, Plat Review  
AT&T, Plat Review  
Geri Rademacher, Wisconsin Dept. of Natural Resources  
File

**SAMPLE: CONSERVANCY/WETLAND PRESERVATION RESTRICTIONS**

Those areas of land identified as a Conservancy/Wetland Preservation Area on Page \_\_\_\_ of \_\_\_\_ of this Subdivision Plat /Certified Survey Map shall be subject to the following restrictions:

1. Grading, filling, removal of topsoil or other earthen materials are prohibited, unless specifically authorized by the municipality in which this land is located and, if applicable, the Waukesha County Department of Parks and Land Use-Planning and Zoning Division, the Wisconsin Department of Natural Resources and the Army Corps of Engineers.
2. The removal or destruction of any vegetative cover, i.e., trees, shrubs, grasses, etc., is prohibited, with the exception that dead, diseased, or dying vegetation may be removed, at the discretion of the landowner and with approval from the Waukesha County Department of Parks and Land Use-Planning and Zoning Division. Silvicultural thinning, upon the recommendation of a forester or naturalist and with approval from the Waukesha County Department of Parks and Land Use-Planning and Zoning Division, shall also be permitted. The removal of any vegetative cover that is necessitated to provide access or service to an approved residence or accessory building, shall be permitted only when the access or service cannot be located outside of the Conservancy/Wetland Preservation Area and with approval from the Waukesha County Department of Parks and Land Use-Planning and Zoning Division.
3. Grazing by domesticated animals, i.e., horses, cows, etc, is prohibited.
4. The introduction of plant material not indigenous to the existing environment of the Conservancy/Wetland Preservation Area is prohibited.
5. Ponds may be permitted subject to the approval of the municipality in which they are located and, if applicable, the Waukesha County Department of Parks and Land Use-Planning and Zoning Division, the Wisconsin Department of Natural Resources and the Army Corps of Engineers.
6. The construction of buildings is prohibited.

**SAMPLE: OUTLOT STATEMENT**

Each individual lot owner shall have an undividable fractional ownership in Outlot(s) No. \_\_\_\_ and Waukesha County shall not be liable for any fees or special assessments in the event they become the owner of any lot in the subdivision by reason of tax delinquency.

SAMPLE: EROSION CONTROL AND STORMWATER MAINTENANCE AGREEMENT

Stormwater Management Maintenance Agreement

1. The property owner(s) or their successors and assigns (herein after referred to as the responsible parties) shall be responsible for maintenance of the stormwater management measures.

Note to surveyor: If the term "property owner" is not applicable, insert Town, lot owners in the Subdivision, lot owners of the Certified Survey Map, etc.

2. The responsible parties shall maintain the stormwater management measures in accordance with the approved stormwater management plan (**insert plan date**) on file in the offices of the Waukesha County Department of Parks and Land Use as required by the Waukesha County Construction Site Erosion Control and Stormwater Management Ordinance.
3. The local municipality is authorized to access the property to conduct inspections of stormwater practices as necessary to ascertain that the practices are being maintained and operated in accordance with the approved stormwater management plan.
4. The responsible party, on an annual basis, shall provide maintenance of each stormwater management measure, including but not limited to, removal of debris, maintenance of vegetative areas, maintenance of structural stormwater management measures and sediment removal.
5. Upon notification of the responsible parties, by the local municipality, of maintenance problems which require correction, the specified corrective actions shall be taken within a reasonable time frame as set by the local municipality.
6. The local municipality is authorized to perform the corrected actions identified in the inspection report if the responsible parties do not make the required corrections in the specified time period. The costs and expenses shall be entered on the tax roll as a special assessment against the property and collected with any other taxes levied thereon for the year in which the work is completed.

WAUKESHA COUNTY DEPARTMENT of PUBLIC WORKS  
262 548-7740

Date: 3/16/2015

Subdivision Name: Four Winds West

Location: Part of the SE ¼ of Section 27-8-18, Town of Delafield.

C.T.H. "E"

Intersecting Roads: Hemlock Ct.

1. C.T.H. "E" right of way corresponds to width shown on the Established Street and Highway Width Map. This is shown correctly on the plat at 50 feet.
2. Provide vision corner triangles measuring 150 feet along the centerline of C.T.H. "E" and 100 feet along the centerline of Future Road. This is shown correctly on the plat.
3. Provide a deed or plat restriction for each vision corner limiting the height of plantings, berms, fences, signs, and any other structures to 24 inches above the intersection elevation. This is shown correctly on the plat.
4. No direct access to C.T.H. "E" from any lots or outlots of the proposed subdivision shall be permitted. No access to any roadway shall be permitted over the vision corner from the adjacent lots. All access restrictions must be made a part of the final plat. This is shown correctly on the plat.
5. A Type "E" or Left turns lanes will need to be provided for the approach to Hemlock Ct. All construction within the right of way of C.T.H. "E" shall be a minimum of 6 inches of asphalt concrete pavement on a base of 12 inches crushed aggregate base course. There will need to be a pedestrian/bicycle crossing installed for connection to the existing trail.
6. The sight distance that is required for the 35 M.P.H. speed limit on C.T.H. "E" is 470 feet according to A.A.S.H.T.O. guidelines and Waukesha County ordinance. The sight distance, as measured in the field, is as follows:

Name of Road: Hemlock Ct.

From Hemlock Ct. (Northbound) 470+ feet 470 feet required.

From Hemlock Ct. (Southbound) 470+ feet 470 feet required.

**This street meets the sight distance requirement.**

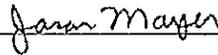
The Waukesha County Department of Public Works reserves the right to check the sight distance at such time as the proposed intersection is at finished subgrade level in order to verify that the sight distance requirements are met. Should the inspection indicate that the available sight distance does not meet the required criteria, the owner or developer will be required to take such remedial action as is necessary to comply with the criteria.

Intersections not meeting the required criteria shall remain closed to all traffic until such time as compliance with the sight distance criteria is achieved.

7. A drainage plan for the proposed subdivision providing the quantity of storm water draining to the proposed intersection(s) and the size of the culvert(s) needed at the intersecting subdivision road(s) is required. The sizing of the culvert(s) shall be based on a 25-year storm design interval and shall include the flow from the total drainage area served by the culvert(s). The drainage study shall further address the downstream effects of the development on the existing drainage system adjacent to the county trunk highway. Should the existing system be incapable of conveying the projected storm water runoff from the development without overflowing the roadway surface, the developer shall be required to provide on-site retention. The on site retention shall be of a capacity equal to the increase in volume of flow so that no additional runoff enters the existing drainage system of the county trunk highway. Should this method not be desirable, the developer will be required to reconstruct the existing ditch system and related culverts or structures in order to provide the necessary capacity to properly convey the storm water runoff.
8. All engineering, plans, grading, drainage, utility relocation, paving, landscaping, and other materials and/or labor required to complete the work as listed above is the responsibility of the owner or developer. All plans to be submitted to the Waukesha County Department of Public Works for intersection or other approval shall be drawn as follows:

Intersection plans (proposed intersection with C.T.H.):	1" = 20'
Reconstruction plans for C.T.H.'s (when necessary or required):	1" = 50' (Min.)
Cross sections within the work limits:	1" = 5' Horizontal
	1" = 2' Vertical
Related drawings (grading, storm sewer, erosion control, etc. plans):	1" = 50' (Min.)

These requirements do not constitute a permit to construct an entrance to the proposed subdivision from C.T.H. "E". A permit to work within the highway right of way to construct the proposed intersection(s) will only be issued after the Waukesha County Department of Public Works has reviewed and approved the final engineering plans and drawings for the proposed intersection. The plans shall include cross sections, final drainage plans, final landscaping plans for the intersection(s), and the access permit fees have been received.



Jason Mayer, Senior Engineering Tech.

cc: Ben Greenberg, Waukesha County Parks and Land Use

**VILLAGE OF HARTLAND**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP  
OF THE VILLAGE OF HARTLAND**

WHEREAS, The Village of Hartland has received a request to consider the rezoning of recently annexed property located on CTH E north of CTH K, including Parcel MRTT 0396999005 from the A-1 Agricultural/Holding District implemented with annexation to RS-1 Single Family Residential District to allow construction of a residential subdivision; and

WHEREAS, The Village of Hartland Plan Commission has considered the request and has recommended approval of the request and finds that it is necessary and desirable to amend the zoning of this property as noted above; and

WHEREAS, The Village Board of Trustees conducted a Public Hearing regarding this proposed change on March 23, 2015.

NOW THEREFORE, THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DOES ORDAIN AS FOLLOWS:

**Section 1:** The Village of Hartland Zoning Map is hereby amended to change the following property located on CTH E north of CTH K, including Parcel MRTT 0396999005 from A-1 Agricultural/Holding District to RS-1 Single Family Residential District as shown on the attached Exhibit A subject to the provisions of the Zoning Ordinance for the Village of Hartland.

**Section 2:** If any section, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of such ordinance.

**Section 3:** This Ordinance shall take effect and be in full force after adoption and proper publication.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

VILLAGE OF HARTLAND

By: \_\_\_\_\_  
David C. Lamerand, Village President

ATTEST:

\_\_\_\_\_  
Darlene Igl, MMC, WCPC, Village Clerk

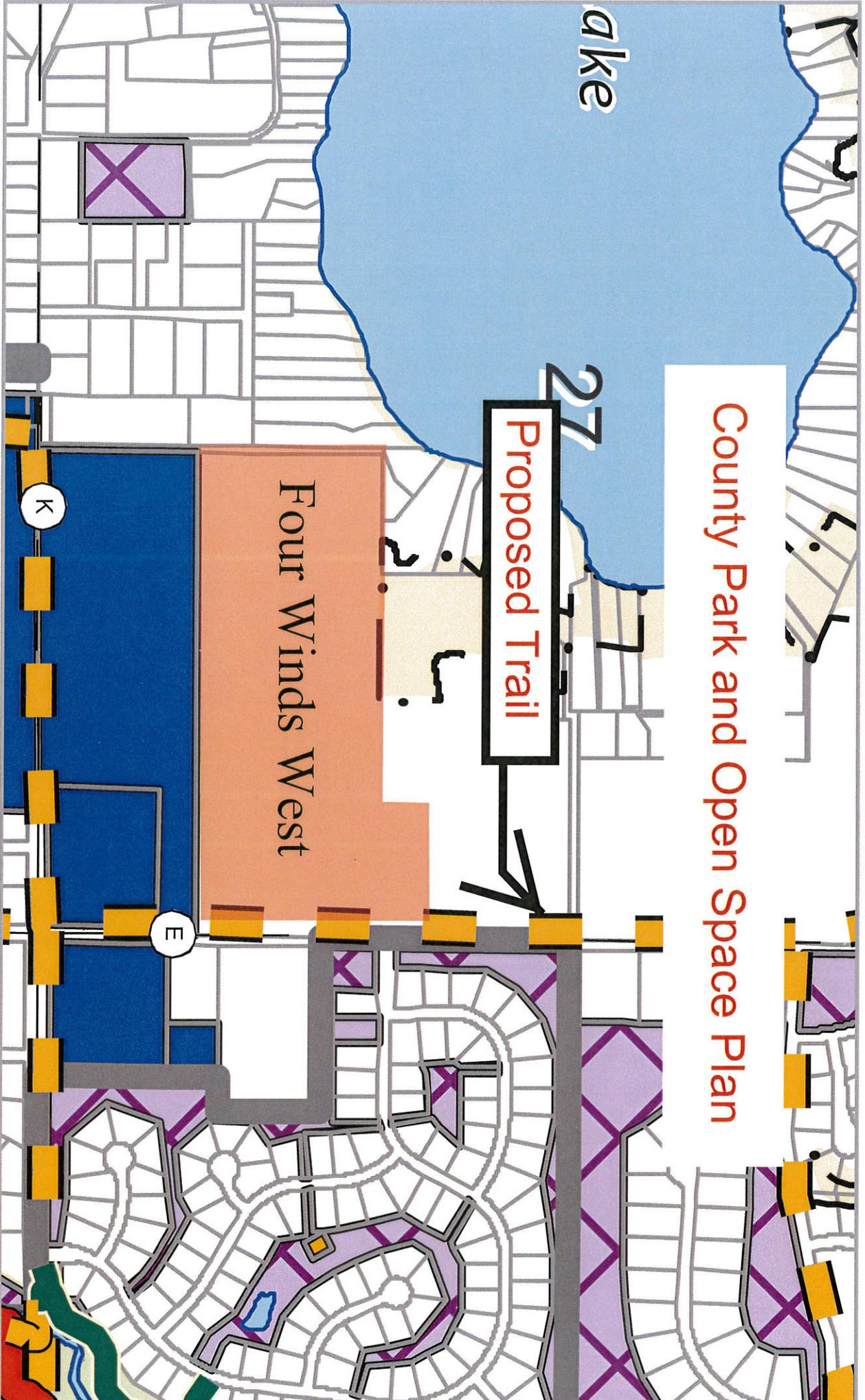
# County Park and Open Space Plan

Proposed Trail

27

Four Winds West

ake



pd # 159954 BR

VILLAGE OF HARTLAND  
PETITION FOR LAND DIVISION:

EXTRATERRITORIAL PLAT REVIEW - \$100

- CSM (Certified Survey Map) + \$300 Professional Fee Deposit  
or
- PRELIMINARY PLAT REVIEW + \$1,000 Professional Fee Deposit

Up to Five Parcels - \$150.00  
 Six to Fourteen Parcels - \$300.00  
 Fifteen or More Parcels - \$500.00

Reapplication for Approval of Any Preliminary  
 Plat Requiring Review \$50.00 (Minimum)  
 Reapplication for Previously Reviewed Plat \$10.00

**FINAL PLAT REVIEW**

\$10.00 Plus \$1.00 for Each Parcel Within the Final Plat  
 \$10.00 for Reapplication of Any Final Plat Previously Reviewed

Date: 3-5-15	Fee Paid:
Date Filed:	Receipt No.:

1. Name: Force Properties LLC, Vicki Braden, owner  
 Address of Owner/Agent: [Redacted] Sussex WI 53089  
 Phone Number of Owner/Agent: [Redacted]

2. Give complete legal description of property to be considered. (Attach a separate sheet with description and label sheet "Exhibit A").
3. State present use of property and intended use.  
 Residential single family

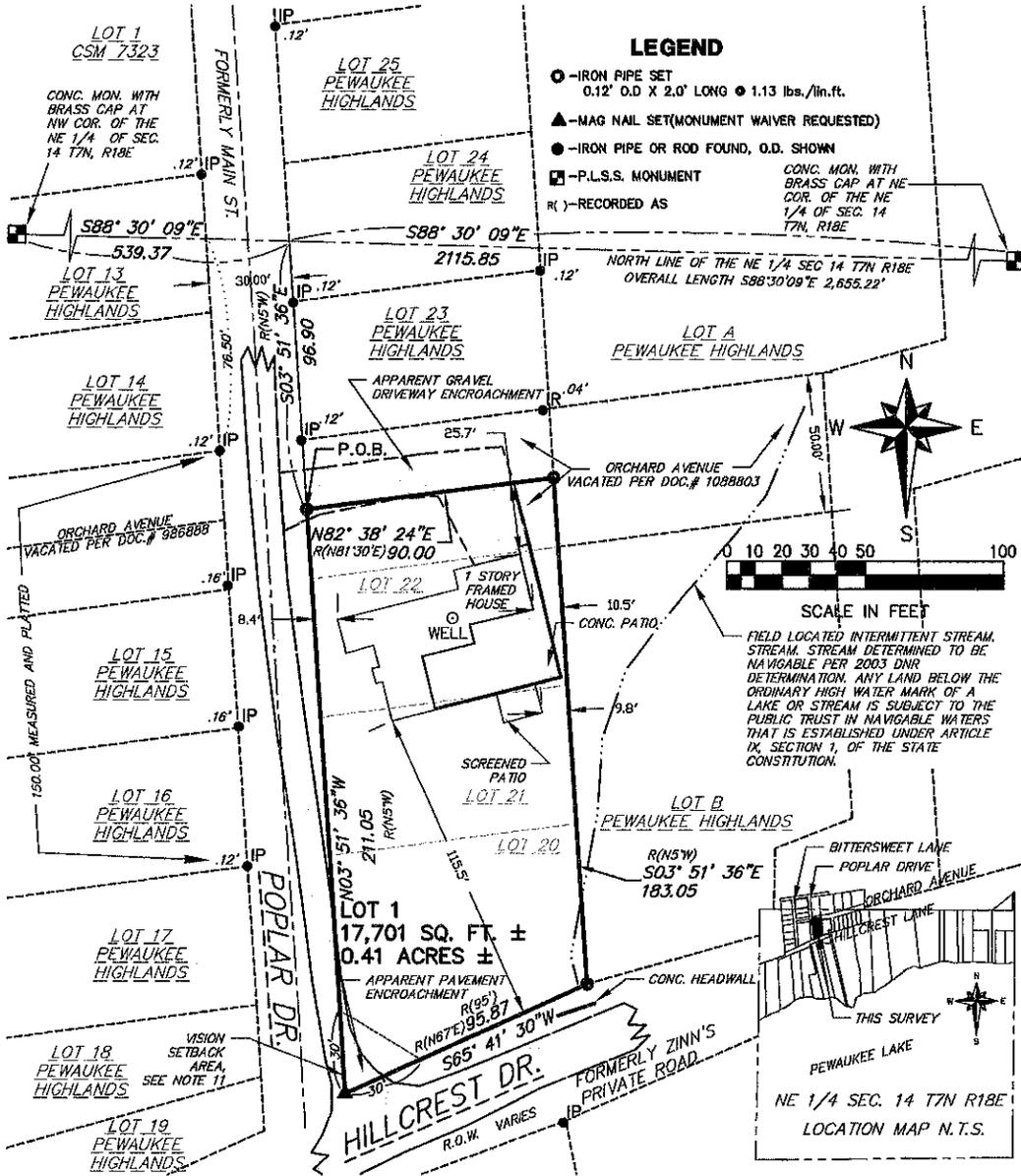
Vicki Braden  
 Signature of Petitioner  
 [Redacted] Sussex WI 53089  
 Address  
 [Redacted]  
 Phone

Property Address: W293 N 3080 Poplar Dr.  
Pewaukee WI 53072



# CERTIFIED SURVEY MAP NO - \_\_\_\_\_

Being all of Lots 20, 21, and 22 of Plat of Pewaukee Highlands, and a part of vacated Orchard Avenue, all located in the NW 1/4 of the NE 1/4 of Section 14, Township 7 North, Range 18 East, Town of Delafield, Waukesha County, Wisconsin.



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Chris Ruetten, P.L.S. 2942

Dated this 14th day of January, 2015

THIS INSTRUMENT WAS DRAFTED BY Chris Ruetten, P.L.S.

CHECKED BY: Bruce Cross, P.L.S. (1/14/15)

**OWNER:**

Force Properties LLC  
W293 N3080 Poplar Dr.  
Pewaukee, WI 53072

**PREPARED BY:**

Ruekert & Mielke, Inc.  
W233 N2080 Ridgeway Pkwy.  
Waukesha, WI 53188

FILE # 1797

SHEET 1 of 6

CERTIFIED SURVEY MAP NO - \_\_\_\_\_

Being all of Lots 20, 21, and 22 of Plat of Pewaukee Highlands, and a part of vacated Orchard Avenue, all located in the NW 1/4 of the NE 1/4 of Section 14, Township 7 North, Range 18 East, Town of Delafield, Waukesha County, Wisconsin.

SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN }  
COUNTY OF WAUKESHA } SS

I Chris Ruetten, Professional Land Surveyor, do hereby certify that at the direction of the Owners, that I have surveyed, divided and mapped all of Lots 20, 21, and 22 of the Plat of Pewaukee Highlands, and a part of vacated Orchard Avenue, all located in the NW 1/4 of the NE 1/4 of Section 14, Township 7 North, Range 18 East, Town of Delafield, Waukesha County, Wisconsin, bounded and described as follows:

Commencing at the Northwest corner of the said Northeast 1/4 of Section 14; thence along the North line of said Northeast 1/4 S88°30'09"E for a distance of 539.37 feet to a point on the East right-of-way of Poplar Drive formerly Main Street; thence along said East right-of-way S03°51'36"E for a distance of 96.90 feet to the centerline of vacated Orchard Avenue and to the Point of Beginning; thence along said centerline N82°38'24"E for a distance of 90.00 feet; thence along the West line and Northerly extension thereof of Lot B Plat of Pewaukee Highlands S03°51'36" for a distance of 183.05 feet to the North right-of-way of Hilcrest Drive formerly Zinn's Private Road; thence along said North right-of-way S65°41'30"W for a distance of 95.87' to the East right-of-way of Poplar Drive; thence along said East right-of-way N03°51'36"W for a distance of 211.05 feet to the Point of Beginning, containing 0.41 acres (17,701 Sq. Ft.) more or less of land. Subject to covenants, conditions, restrictions and easements of record.

That I have made this survey, land division and map by the direction of Force Properties LLC., Owner of said land.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the division thereof made.

That I have fully complied with the provisions of Chapter 236 or the Wisconsin Statutes and the Town of Delafield ordinances, and Waukesha County Shoreland & Floodland Protection Ordinances in surveying, dividing and mapping of same.

\_\_\_\_\_  
Chris Ruetten, P.L.S. 2942

Dated this 14th day of January,  
2015

**OWNER:**  
Force Properties LLC  
W293 N3080 Poplar Dr.  
Pewaukee, WI 53072

**PREPARED BY:**  
Ruekert & Mielke, Inc.  
W233 N2080 Ridgeview Pkwy.  
Waukesha, WI 53188

THIS INSTRUMENT WAS DRAFTED BY Chris Ruetten, P.L.S.  
CHECKED BY: Bruce Cross, P.L.S. (1/14/15)

FILE # 1797

SHEET 2 of 6

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CERTIFIED SURVEY MAP NO - \_\_\_\_\_

Being all of Lots 20, 21, and 22 of Plat of Pewaukee Highlands, and a part of vacated Orchard Avenue, all located in the NW 1/4 of the NE 1/4 of Section 14, Township 7 North, Range 18 East, Town of Delafield, Waukesha County, Wisconsin.

SURVEYOR'S NOTES

1. Bearings are based upon the Waukesha County coordinate system as calibrated to the Height Modernization Survey Station known as "Delafield N GPS"
2. This survey is based on fieldwork completed on 01-12-2015. Any changes in site conditions after this date are not reflected by this survey.
3. This entire property is within the jurisdiction of the Waukesha County Shoreland and Floodland Protection Ordinance.  
  
Waukesha County Shoreland & Floodland Protection Ordinance R-3 per 10-08-2014  
Street Setback=50 feet minimum  
Lot Line Offset=20 feet minimum
4. If future improvement are proposed on the subject property, Ordinary High Water Mark determination of the intermittent stream may be required and setbacks shall be in accordance with the Waukesha County Shoreland and Floodland Protection Ordinance at the time of construction. This surveyor observed the intermittent stream as dry at the time of this survey, and had no visible ordinary high water mark, as there was vegetaion throughout.
5. This property is served by municipal sanitary sewer.
6. Parole evidence was heard from by neighbor Sherman Dow, who says that Poplar Drive is a private road. Mr. Dow says he plows the road, and all the landowners on Poplar Drive share in the cost maintaining it. However our research shows that Poplar Drive was never formally vacated, and per the explanatory notes of Wis. Statutes Chapter 82.19 pertaining to the Discontinuance of Highways, "An owner may not convert a public highway to a private road....." Markos v. Schaller, 2003 WI App 174, 266 Wis. 2d 470,668 N.W.2d 755, 02-1824.
7. The lands surveyed on this map are subject to an electric and telephone easement recorded as Document No. 149013. This is a "blanket" easement.
8. The intent of this map is to combine Lots 20, 21, 22, and the south half of vacated Orchard Avenue into one lot.
9. The lands surveyed on this map are subject to the terms and conditions set forth in Document No. 346075 (Hillcrest Drive, formerly Zinn's Private Road).
10. The lands surveyed are outside the 0.2% chance floodplain per Waukesha County GIS.
11. In the vision setback area, no building or structure of any kind shall be permitted which exceeds a height of three feet above the elevation of the center of the intersection except for necessary highway and traffic signs, public utility lines, and open fences through which there is clear vision, nor shall any plant material be permitted which obscures safe vision of the approaches to the intersection.
12. This parcel does not fall within the extraterritorial plat review jurisdiction of the city of Pewaukee.
13. There are no outstanding mortgages on this property.
14. This Certified Survey Map is located in an area known to have seasonal high groundwater. The Waukesha County Shoreland and Floodland Protection Ordinance currently requires that the lowest level of any residence must be at an elevation that is at least one (1) foot higher than the highest seasonal groundwater level, unless a variance from that requirement is obtained from the Waukesha County Board of Adjustment. Therefore, soil testing in the vicinity of any proposed new residence will be required to ensure compliance with this requirement. If the requirement regarding vertical separation distance from the highest seasonal groundwater level is modified by a future amendment to the Waukesha County Shoreland and Floodland Proction Ordinance, the requirement at the time of construction shall apply.

\_\_\_\_\_  
Chris Ruetten, P.L.S. 2942

Dated this 14th day of January,  
2015

**OWNER:**  
Force Properties LLC  
W293 N3080 Poplar Dr.  
Pewaukee, WI 53072

**PREPARED BY:**  
Ruekert & Mielke, Inc.  
W233 N2080 Ridgeview Pkwy.  
Waukesha, WI 53188

THIS INSTRUMENT WAS DRAFTED BY Chris Ruetten, P.L.S.

CHECKED BY: Bruce Cross, P.L.S. (1/14/15)

SHEET 3 of 6

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FILE # 1797

**CERTIFIED SURVEY MAP NO - \_\_\_\_\_**

Being all of Lots 20, 21, and 22 of Plat of Pewaukee Highlands, and a part of vacated Orchard Avenue, all located in the NW 1/4 of the NE 1/4 of Section 14, Township 7 North, Range 18 East, Town of Delafield, Waukesha County, Wisconsin.

**TOWN BOARD CERTIFICATE**

Resolved, that this Certified Survey Map, in the Town of Delafield, is hereby approved by the Town Board of the Town of Delafield.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

PAUL L. KANTER, CHAIRMAN

\_\_\_\_\_  
Seal

MARY T. ELSNER, CLERK

\_\_\_\_\_  
Seal

**TOWN PLANNING COMMISSION CERTIFICATE**

Resolved, that this Certified Survey Map, in the Town of Delafield, is hereby approved by the Town Planning Commission of the Town of Delafield.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

TOM OBERHAUS, CHAIRMAN

\_\_\_\_\_  
Seal

LAUREN BEALE, SECRETARY

\_\_\_\_\_  
Seal

**WAUKESHA CO. DEPARTMENT OF PARKS AND LAND USE**

The above, which has been filed for approval as required by Chapter 236 of the Wisconsin State Statutes, is hereby approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
DALE SHAVER, DIRECTOR

\_\_\_\_\_  
Chris Ruetten, P.L.S. 2942

Dated this 14th day of January, 2015

**OWNER:**

Force Properties LLC  
W293 N3080 Poplar Dr.  
Pewaukee, WI 53072

**PREPARED BY:**

Ruekert & Mielke, Inc.  
W233 N2080 Ridgeview Pkwy.  
Waukesha, WI 53188

THIS INSTRUMENT WAS DRAFTED BY Chris Ruetten, P.L.S.

CHECKED BY: Bruce Cross, P.L.S. (1/14/15)

FILE # 1797

SHEET 4 of 6

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**CERTIFIED SURVEY MAP NO - \_\_\_\_\_**

Being all of Lots 20, 21, and 22 of Plat of Pewaukee Highlands, and a part of vacated Orchard Avenue, all located in the NW 1/4 of the NE 1/4 of Section 14, Township 7 North, Range 18 East, Town of Delafield, Waukesha County, Wisconsin.

**VILLAGE BOARD CERTIFICATE**

Resolved, that this Certified Survey Map, in the Village of Hartland , is hereby approved by the Village Board.

Dated this \_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_ .

DAVID LAMERAND, PRESIDENT

\_\_\_\_\_  
Seal

I hereby certify that the foregoing is a copy of a resolution adopted by the Village Board of The Village of Hartland .

DARLEN IGL, CLERK

\_\_\_\_\_  
Seal

**VILLAGE JOINT ARCHITECTURAL BOARD/PLANNING COMMISSION CERTIFICATE**

Resolved, that this Certified Survey Map, in the Village of Hartland, is hereby approved by the Village Joint Architectural/Planning Commission.

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Seal

I hereby certify that the foregoing is a copy of a resolution adopted by the Village Joint Architectural/Planning Commission of the Village of Hartland.

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Seal

\_\_\_\_\_  
Chris Ruetten, P.L.S. 2942

Dated this 14th day of January, 2015

**OWNER:**  
Force Properties LLC  
W293 N3080 Poplar Dr.  
Pewaukee, WI 53072

**PREPARED BY:**  
Ruekert & Mielke, Inc.  
W233 N2080 Ridgeview Pkwy.  
Waukesha, WI 53188

THIS INSTRUMENT WAS DRAFTED BY Chris Ruetten, P.L.S.  
CHECKED BY: Bruce Cross, P.L.S. (1/14/15)

CERTIFIED SURVEY MAP NO - \_\_\_\_\_

Being all of Lots 20, 21, and 22 of Plat of Pewaukee Highlands, and a part of vacated Orchard Avenue, all located in the NW 1/4 of the NE 1/4 of Section 14, Township 7 North, Range 18 East, Town of Delafield, Waukesha County, Wisconsin.

CORPORATE OWNER'S CERTIFICATE

Force Properties, a Limited Liability Corporation (LLC) duly organized and existing under and by virtue of the laws of the State of \_\_\_\_\_, as owner(s), does hereby certify that said Force Properties LLC, caused the land described on this map to be surveyed, divided, and mapped as represented on this map.

Force Properties LLC, does further certify that this Certified Survey Map is to be submitted to the following for approval or objection:

- Town of Delafield Board
- Town of Delafield Planning Commission
- Waukesha County Department of Parks and Land Use
- Village of Hartland Joint Architectural Board/Planning Commission
- Village of Hartland Board

WITNESS the hand and seal of said owner(s) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

In the presence of:

\_\_\_\_\_  
Vicki Braden, Owner Seal

\_\_\_\_\_  
Seal

STATE OF WISCONSIN }  
COUNTY OF \_\_\_\_\_ } SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ , Vicki Braden of the above named Force Properties LLC, to me known to be the such Owners of said Force Properties LLC, and acknowledged that they executed the foregoing instrument as such officer(s) as the deed of said Force Properties LLC, by its authority.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, STATE

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Chris Ruetten, P.L.S. 2942

Dated this 14th day of January, 2015

**OWNER:**  
Force Properties LLC  
W293 N3080 Poplar Dr.  
Pewaukee, WI 53072

**PREPARED BY:**  
Ruekert & Mielke, Inc.  
W233 N2080 Ridgeview Pkwy.  
Waukesha, WI 53188

THIS INSTRUMENT WAS DRAFTED BY Chris Ruetten, P.L.S.

CHECKED BY: Bruce Cross, P.L.S. (1/14/15)

FILE # 1797

SHEET 6 of 6

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**VILLAGE OF HARTLAND**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 86 ARTICLE VI  
OF THE VILLAGE OF HARTLAND MUNICIPAL CODE  
PERTAINING TO SEWER UTILITY**

THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DO ORDAIN AS FOLLOWS:

**Section 1:** Section 86-276 (c) of the Village of Hartland Code of Ordinances pertaining to Amount of initial/additional connection charges is hereby amended to read as follows:

(c) *Amount of initial/additional connection charges.* Connection charges applicable to the sanitary sewer system within the village, or any extension thereto, shall be as follows:

(1) Per DUE within the Village of Hartland:

Year	2014 <del>5</del>	2012 <del>6</del>	2013 <del>7</del>
Amount	\$7323.00	\$7323.00	\$7,323.00

(2) Per DUE outside the Village of Hartland:

Year	2014 <del>5</del>	2012 <del>6</del>	2013 <del>7</del>
Amount	\$9,154.00	\$9,154.00	\$9,154.00

**Section 2:** Section 86-276 (d) of the Village of Hartland Code of Ordinances pertaining to Annual adjustment to connection charge is hereby amended to read as follows:

(d) *Annual adjustment to connection charge.* Effective January 1 of the year after the last date referenced in section 86-276 (c), 2007, and each calendar year thereafter, the connection charge shall be annually adjusted based upon changes to the "Engineering News Record Construction Cost Index" (the "index"), which index most closely reflects construction costs of the Wastewater Facilities. The adjustment shall reflect changes to the index during the period of July 1 through June 30 of each year. The connection charge shall be increased or decreased annually by the percentage increase or decrease (rounded) in the index, determined as of June of each year commencing with the year 2006. By way of example only, if the index in June of 2005 was 7629.95 and the index for June 2006 is 8010.00, the changes in the index represent a percentage increase of 5.0 percent for the twelve month period of time (June 2005 to June 2006). Accordingly, the connection charge would be increased by \$183.00 (rounded) for an adjusted connection charge of \$3,840.00, rounded, for the year 2007. The commission shall notify all municipalities no later than November 1 of each calendar year (commencing on November 1, 2006) of the adjusted connection charge for its facilities to become effective as of January 1 of the succeeding year. The connection charge shall be in the amount so determined for the calendar year within which a permit is issued by the customer to allow for the user building sewer to be connected to the sanitary sewer. Notwithstanding anything to the contrary contained in this article, the commission may by resolution duly adopted on or before December 31 of any

year, elect not to adjust the connection charge for the succeeding calendar year whenever the commission determines that the public interest will be served thereby.

**Section 3:** Section 86-277 (b) of the Village of Hartland Code of Ordinances pertaining to Regional sewer availability charge assessed is hereby amended to read as follows:

(b) *Assessed.* Each new sanitary sewer user, or existing user who increases its use to require additional capacity in the treatment facility, shall be charged a regional sewer availability charge ("RSAC"). For purposes of this section a "new sanitary sewer user" shall mean any person paying a sanitary sewer connection charge to the village for a property after October 1, 2003 and an "existing user" shall mean any person having an existing connection to the village sanitary sewer system as of October 1, 2003. The RSAC charge shall be assessed as follows:

(1) For property located within the geographic area depicted as North Side Area A in Exhibit AI [~~attached to the ordinance from which this section derives and incorporated herein by reference~~], the charge per DUE, in addition to the charge assessed under subsections 86-276 (c) and (d), shall be as follows:

Year	2014 <del>5</del>	2012 <del>6</del>	2013 <del>7</del>
Amount	\$ <del>3,130.00</del> 3,717.00	\$ <del>3,130.00</del> 3,717.00	\$ <del>3,130.00</del> 3,717.00

(2) For property located within the geographical area depicted as North Side Area B in Exhibit AH [~~attached to the ordinance from which this section derives and incorporated herein by reference~~], the charge per DUE, in addition to the charge assessed under subsections 86-276 (c) and (d), shall be as follows ~~in addition to the charge per DUE assessed under subsection 86-117(b)(2)(a), a charge per DUE shall be assessed as follows:~~

Year	2014 <del>5</del>	2012 <del>6</del>	2013 <del>7</del>
Amount	\$ <del>1,690.00</del> 26,138.00	\$ <del>1,690.00</del> 26,138.00	\$ <del>1,690.00</del> 26,138.00

**Section 4:** If any section, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of such ordinance.

**Section 5:** This Ordinance shall take effect and be in full force after adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

VILLAGE OF HARTLAND

ATTEST:

By: \_\_\_\_\_  
David C. Lamerand, Village President

\_\_\_\_\_  
Darlene Igl, MMC, WCPC, Village Clerk

**Recreation and Community Education Agreement  
Between the Village of Hartland  
And the  
City of Delafield**

The Village of Hartland (hereinafter "Village") and the City of Delafield (hereinafter "City") hereby agree to cooperate in the provision of Recreation and Community Education programming for the Village of Hartland and the City of Delafield. Previously, the City and the Village entered into an agreement in 2003 to create a pilot program to provide shared recreation services from April 1, 2003 through May 31, 2003. Since that time, the City and Village have cooperatively provided residents of the City recreational programs through the Village Recreation Department. This Agreement has been updated as of the last date of execution below, and this agreement replaces all prior agreements between the City and Village relating to the subject matter of this agreement.

Through this partnership and agreement, expanded recreational and community education opportunities will be offered to residents of the City as well as to residents of the Village.

Pursuant to this agreement, the Village and the City agree as follows:

1. Term of this agreement shall be two (2) years beginning with programs offered in January 2015 and extending through programs offered until December 31, 2016. Thereafter, this Agreement shall automatically renew for one (1) year terms unless either party notifies the other party in writing of its intent to modify or terminate the agreement not later than September 1 of the year prior to termination of the Agreement.
2. In cooperation with the City, the Village will provide the programming, instructors/staff, registration process and produce the recreation programs offered. The offering of specific recreation programs, the curriculum and the location at which programs are offered shall be within the discretion of the Village's Recreation Director. The availability of specific recreation programs shall be further subject to the availability of qualified instructors and class sizes, as established by Village's Recreation Director. City shall work with Village to identify specific recreation programs for the locations within the city.
3. The Village will offer an identical registration fee structure for recreation and community education programs to residents of the City and the Village so that all City residents are eligible for "resident" rates.

4. Annually, in December, Village will invoice City a flat sum for services provided through this agreement as described below plus the City's proportionate share of the actual cost of postage and printing of the three seasonal recreation program guides, based on the number of addresses mailed to within City. The seasonal program guides will cover Summer, Fall, and Winter/Spring. Effective for the 2015 calendar year, the flat fee will be \$1,500. Effective for the 2016 calendar year, the fee will be \$2,000. Thereafter, the fee for any annual renewal term shall increase from the previous year's fee by the same percentage that the City is authorized under State Law to increase its levy for operations. In the event that State Law does not provide limits to levy increase authority, the increase shall be equivalent to the City's percentage change in its levy for operations. The amount paid in any given year shall not decrease from the previous year.
5. The City will provide access to and usage of specifically designated areas in City buildings and parks for programming at no charge, except additional costs not normally incurred by the City may be charged upon prior mutual agreement of the parties. Recreation and Community Education programming will have priority over all other users except City functions. The City shall have sole discretion to designate those areas of each building that are available to the Village for programming.
6. Recreation and Community Education programs shall be subject to the same facility use rules as are in place for other users of a given facility except as may be specifically agreed to in advance between the City and Village.
7. Liability Insurance. In the interest of the partnership contemplated under this Agreement, the Village and City agree that each bears responsibility to orderly maintain facilities and program areas and to undertake programming in a reasonable manner with due attention to safety and risk limitation. In addition, the parties recognize that each retains certain statutory liability protections. In this regard, the parties agree as follows:
  - 7.1 Responsibility for Respective Agents. In connection with the actual programs to be offered and areas and facilities to be used to provide the programs pursuant to this Agreement, each of the parties shall be responsible for the acts and omissions of their respective officers, employees and agents giving rise to any liability, claims, demands, legal actions or suits, fines, costs and related expenses of any kind in connection with any damage, injury or death to person or damage or injury to property.

Nothing in this Agreement shall be construed to make the agent(s) of one party the agent(s) of the other.

- 7.2 No Waiver. Nothing contained within this agreement is intended to be a waiver or estoppels of the Village or the City or their respective insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes 893.80, 895.475 through 895.62 and 345.05
- 7.3 Liability Insurance. The Parties must maintain during the term of this Agreement, a public liability insurance policy providing minimum limits of liability for bodily injury of \$1,000,000 for each person and for each occurrence and property damage limits of \$1,000,000 for each accident and \$1,000,000 in aggregate.
- 7.4 Contents Insurance. During the term of this Agreement, the Village and the City shall, at their own expense, be responsible for insuring their respective personal property located on the premises made available for program offerings pursuant to this Agreement against damage and destruction by fire, theft or other perils.

Further, the parties agree that this Agreement has no effect on the existing agreements in place or future agreements as may be developed between the Village and other municipalities or organizations for the provision of, or related to, recreational programs.

Approved as of the date of the last signature below.

Approved Village of Hartland  
 \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Approved City of Delafield  
 \_\_\_\_\_ 9<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
 David C. Lamerand  
 Village President

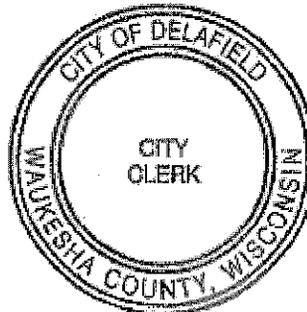
\_\_\_\_\_  
 Michele DeYoe, Mayor

ATTEST:

ATTEST:

\_\_\_\_\_  
 Darlene Igl, Village Clerk

Gina Gresch  
 Gina Gresch, City Clerk/Treasurer



VILLAGE OF HARTLAND

RESOLUTION NO. 03/23/2015-01

A RESOLUTION ESTABLISHING WARDS WITHIN THE VILLAGE OF HARTLAND, WAUKESHA COUNTY, WISCONSIN

WHEREAS, Wisconsin State Statute Section §5.15 provides for the establishment of election wards by cities, villages, and towns; and

WHEREAS, Wisconsin State Statute Section §5.15 requires municipalities having a population in excess of 1,000 to divide themselves into wards in accordance with the plan established by the county for the establishment of supervisory districts;

NOW, THEREFORE BE IT RESOLVED, that the Village Board of Trustees of the Village of Hartland do hereby ordain that the Village of Hartland is hereby divided into fourteen (14) wards in accordance with the map set forth in the attached Exhibit A and that the polling place for the Village of Hartland shall be the Community Center located in the Municipal Building, 210 Cottonwood Avenue, Hartland, Wisconsin; and

BE IT FURTHER RESOLVED, that the Village Clerk shall file a copy of this Resolution with the Waukesha County Clerk's office together with an attached map of the Village.

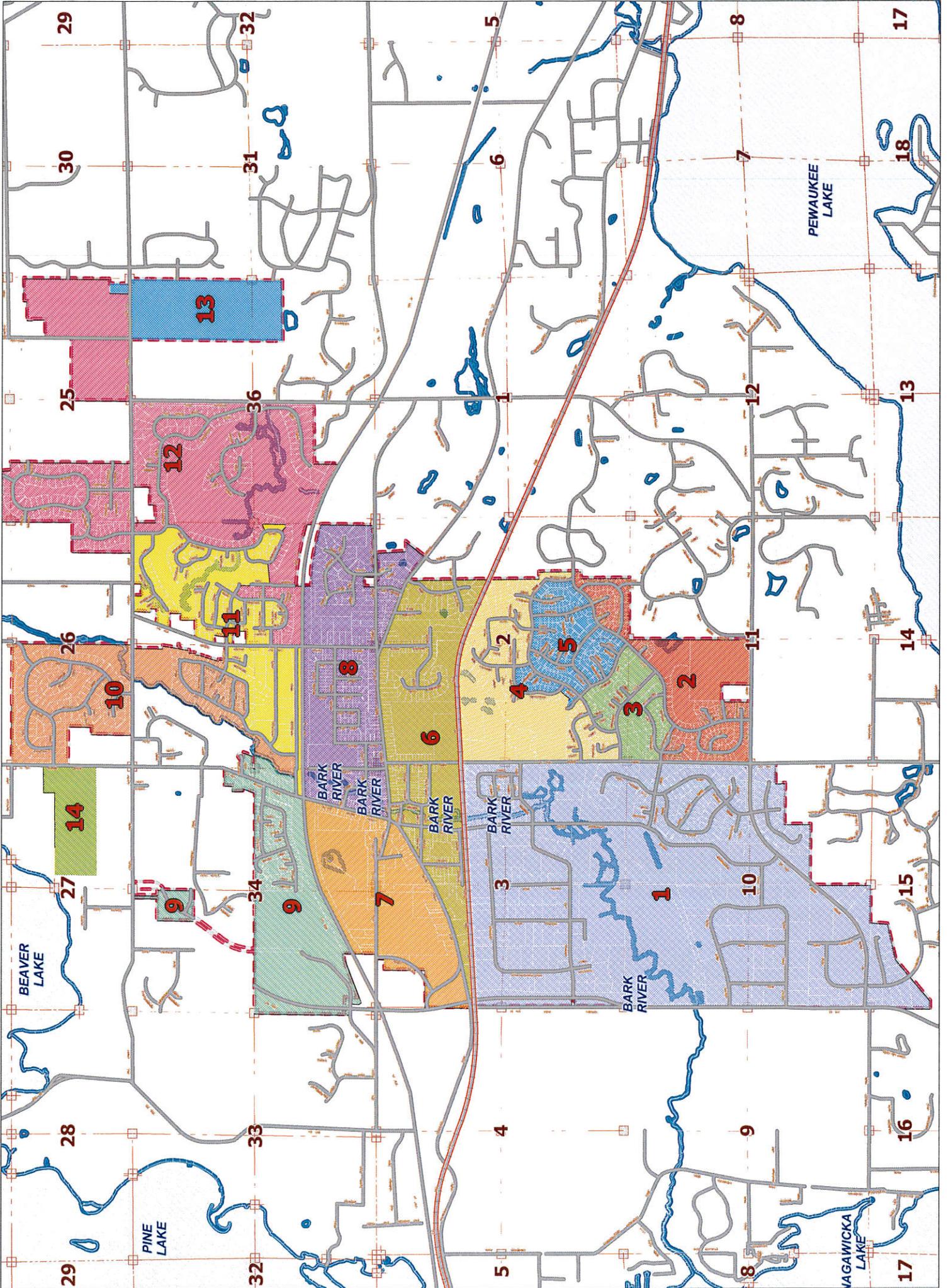
Adopted this \_\_\_\_ day of \_\_\_\_\_

VILLAGE OF HARTLAND

\_\_\_\_\_  
David Lamerand, Village President

ATTEST:

\_\_\_\_\_  
Darlene Igl, MMC/WCPC, Village Clerk



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BEAVER LAKE

PINE LAKE

BARK RIVER

BARK RIVER

BARK RIVER

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WAGAWICKA LAKE

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## MEMO

**TO:** David E. Cox, Village Administrator  
**FROM:** Michael Einweck, Director of Public Works  
**DATE:** March 19, 2015  
**SUBJECT:** Stormwater Management Program -  
DNR Annual Report

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In order to meet the DNR's reporting requirements of the Municipal Separate Storm Sewer System (MS4) Discharge Permits; the attached form must be completed by each municipality and filed with the DNR by March 31, 2015. The form allows each municipality to report on activities required to maintain their discharge permit. Included on the form are the past year's activities associated with the following areas; public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site pollutant control, post-construction storm water management, pollution prevention, storm water quality management and on-going updates to our storm sewer system map. The Village's efforts for the past year are as shown on the form in addition to the projected future stormwater management costs for this year.

This report is an ongoing annual requirement and reporting requirements will likely be more extensive in coming years. As part of the Annual Report, the Village reports on our efforts in meeting the previously set DNR requirement for the 40% TSS reduction. Because we updated the computer model in 2010, the Village now stands at 41.5% reduction in total suspended solids in our storm water discharge. As part of this, the Village will need to consider a future ordinance to account for the on-going maintenance of existing storm water ponds throughout the Village by the property owners.

Staff is providing this report to the Village Board for their review and comment prior to submission to the DNR. A concurrence by the Board on its contents and submittal to the DNR is requested.

Please place this on the next Village Board agenda for consideration.

### Attachments

cc: Darlene Igl, Village Clerk  
Mike Gerszewski, DPW Operations Supervisor  
Dave Felkner, Utility Foreman

Due by March 31, 2015

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2014.

**Instructions:** Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2015, to the appropriate address indicated on the last page of this form.

<b>SECTION I. Municipal Information</b>			
Name of Municipality Village of Hartland		Facility ID No. (FIN) 31273	
Mailing Address 210 Cottonwood Avenue	City Hartland	State WI	ZIP Code 53029
County(s) in which Municipality is located Waukesha	Municipality Type: (select one) <input type="radio"/> County <input type="radio"/> City <input checked="" type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)		

<b>SECTION II. Municipal Contact Information</b>			
Name of Municipal Contact Person Michael Einweck		Title Director of Public Works	
Mailing Address (if different from above)	City	State WI	ZIP Code
Email mikee@villageofhartland.com	Phone Number (include area code) (262) 367-2714	Fax Number (include area code) (262) 367-2430	

<b>SECTION III. Certification</b>			
<p><i>I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.</i></p>			
Authorized Representative Printed Name Michael Einweck		Authorized Representative Title Director of Public Works	
Signature of Authorized Representative		Date	
Email mikee@villageofhartland.com	Phone Number (include area code) (262) 367-2714	Fax Number (include area code) (262) 367-2430	

<b>SECTION IV. General Information</b>			
<p>a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report.</p> <p>This report and subsequent reports will be posted on the Village web site, distributed to Village Board members, and distributed to other interest groups (as requested). A copy of the report will be maintained at the Village Hall and Village Library for public review. An update of storm water management activities will be given at least annually to the Village Board.</p>			

**SECTION IV. General Information (continued)**

- b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.

The Village prepared a Storm water Management Plan in 2003 - 2005 with funding provided under a DNR Urban Non-point and Storm Water Management Grant. Results and recommendations of this report were presented to the Village Board in January, 2005 as well as annual updates on current storm water activities.

As part of a subsequent DNR grant, the Village completed a Storm water Utility Feasibility Study in December, 2007. With this study, the Village convened a Storm water Utility Task Force consisting of Village Staff, one Village Board Member, and several other local stakeholders. The task force met six times to discuss various topics related to Storm water Management Issues. A primary topic of these discussions include implications to the Village of the impending MS4 Storm water Permit. A presentation was made to the Village Board in December, 2007 to discuss Task Force recommendations. This presentation included discussion of permit requirements. During the 2009 Budget process that included an extensive discussion on the 5-year CIP, the Village Board was informed on the remaining work necessary to meet the 40% reduction in TSS. Also, there was a follow-up on the Storm water mandates as required by the DNR presented to the Board on November 10, 2008. Village staff attended various storm water seminars during 2010 - 2014 - Water reuse: How far can we go, Green Pavement Alternatives, Permeable pavements, Annual League of Municipalities Conferences, various seminars on TMDL at R&M, the DOT Annual Utility Conferences, the Storm water MS4 Permit Workshops, Why 100 year storm events occur so frequently and Village staff attended the NR 151 Hearing conducted at the DOT office in Waukesha in 2010. The Village also had a staff member complete the "Winter parking lot and sidewalk maintenance with reduced environmental impacts training" on 10-25-10. During 2010, we updated our storm water model to calculate the new level of TSS reduction.

- c. Has the municipality prepared its own municipal-wide storm water management plan?  Yes  No

If yes, title and date of storm water management plan:

Village of Hartland Stormwater Management Plan, July 2005

- d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions as provided under section 2.10 of the general permit?  Yes  No

If yes, describe these cooperative efforts:

The Village entered into a contract with Waukesha County to participate in the Waukesha County Storm Water Education Program. The Village will be involved with tasks such as storm drain stenciling, exhibiting County-developed displays, participating and promoting workshops, distributing County-produced handouts, and other activities specified in the Village - County agreement. The Village also participates in the meetings held at the County offices. Please see Waukesha County generated report.

- e. Does the municipality have an internet website?  Yes  No

If yes, provide web address:

[www.villageofhartland.com](http://www.villageofhartland.com)

- If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program?  Yes  No

If yes, provide web address:

<http://www.villageofhartland.com/DocumentCenter/View/1271>

**SECTION V. Permit Conditions**

- a. **Minimum Control Measures:** For each of the permit conditions listed below, provide a description of the implementation of each program element, the status of meeting measurable goals, and compliance with permit schedule in section 2.11 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

**SECTION V. Permit Conditions (continued)**

• Public Education and Outreach

The Village has entered into a contract with Waukesha County to participate in the Waukesha County Storm Water Education Program. The Village has had storm drain stenciling completed by various groups, has exhibited County-developed displays in our Library, and participates and promotes workshops, have begun distributing County-produced handouts (rain barrels and pet waste), and other activities specified in the Village - County agreement. This agreement was approved by the Village Board on February 11, 2008 and signed by the Village and returned to the County on February 13, 2008.

Over the past year the Village has regularly posted stormwater-related articles in its quarterly newsletter and provided Villagewide - informational postings about stormwater-related and recycling topics on its web site and on our weekly constant contact electronic newsletter. The Village conducted a Christmas tree collection program in early January 2014 and collected 463 trees, performed a Spring brush pick-up from 4-28 through 5-2, published the Household Recycling information in our newsletter, conducted the Fall Leaf Collection program from 10-6 through 11-17, and is registered with the DNR as a collection site for waste electronics (e-cycle products) that were recently banned from landfills. The Village also has handouts available on composting.

• Public Involvement and Participation

The Village Park Board approved a project identification sign located in Nixon Park identifying a Volunteer Stream Monitoring Site where a team of volunteers monitor six aspects of stream health. The Waukesha County staff gave multiple public presentations, attended multiple public events and presented information at local area high schools and a Girl Scout troop regarding information on the storm water issues and recycling partnerships between the County and the Village of Hartland.

• Illicit Discharge Detection and Elimination

The Village completed and adopted an Illicit Discharge Detection and Elimination (IDDE) Ordinance as part of the 2005 Stormwater Management Plan. Also, the Village has completed an updated Storm Sewer Map identifying storm sewer outfalls, drainage basins, and land use. The Village has prepared an Illicit Discharge Detection Form and staff has these available with them during their inspections. In October of 2012, the Village DPW staff took the "IDDE, A Grate Concern" video class along with completing the employee quiz. The class was moderated by the Director of Public Works.

• Construction Site Pollutant Control

In January, 2006 the Village amended the Construction Site Erosion Control Ordinance, in conformance with recommendations in the 2005 Stormwater Management Plan. The ordinance (included in Chapter 76 of the Municipal Code) includes performance standards consistent with those specified in Subchapter III, Chapter NR 151 of the Wisconsin Administrative Code (Non-agricultural Performance Standards). This ordinance requires implementation of best management practices that, by design, achieve a reduction of 80 percent of the sediment load carried in runoff as compared with the same site with no sediment or erosion controls.

The Village Building Inspector is in charge of enforcing the local Construction Site Erosion Control Ordinance for single family home sites and commercial building sites with the exception of State and Federal properties. Village staff and the consultant Village Engineer (Ruekert-Mielke, Inc.) enforces controls on subdivision, right-of-way permits and Village CIP construction projects. The Village Engineer makes monthly site visits and completes the erosion control inspection report that gets transmitted to the developers to make any necessary corrections.

• Post-Construction Storm Water Management

In January, 2006 the Village adopted a Stormwater Management Ordinance in conformance with recommendations in the 2005 Stormwater Management Plan applicable to any land disturbance greater than one acre. This ordinance (included in Chapter 76 of the Municipal Code) includes performance standards consistent with those specified in Subchapter III, Chapter NR 151 of the Wisconsin Administrative Code (Nonagricultural Performance Standards). The Village enforces stormwater detention standards exceeding DNR requirements. As part of the site development process, the Village requires maintenance agreements for stormwater management facilities to ensure facilities continue to function as designed.

**SECTION V. Permit Conditions (continued)**

• **Pollution Prevention**

The Village completed an evaluation of current Stormwater Pollution Prevention Procedures as part of the 2005 Stormwater Management Plan. Key components of the Village's existing procedures were found to comply with DNR requirements. These included street sweeping operations, leaf and grass clipping collection, vehicle washing, materials storage, turf maintenance, and other procedures.

This program will be refined and expanded in conformance with DNR reporting procedures. Expected enhancements will include improved tracking of collected materials and development of procedures and goals for educating municipal and other personnel involved in implementing the Stormwater Permit Program.

Village Public Works staff installs inlet protection, filter fabric or other appropriate erosion control devices when repairing or maintaining Village infrastructure such as water mains. Public works spent an estimated \$1100 in 2014 on erosion control materials such as filter fabric, silt fence and inlet protection materials. The Village performed 247 hours sweeping the Village streets of debris during 2014. All sweeping waste is collected and then properly landfilled by Advanced Disposal. The Village also takes part in the County's Household Hazardous Waste (HHW) Program to encourage our residents to properly dispose of these wastes. The Village DPW had four staff members complete fertilizer/pesticide application training in 2013.

b. **Winter Road Management Activities (Optional reporting for 2014):**

Provide the name, title, and phone number for the individual(s) with overall responsibility for winter roadway maintenance.

Michael Gerszewski, DPW Operations Supervisor, 262-367-2714.

Describe the types of products used for winter road management (e.g. deicing, pre-wetting, salting, etc.).

Pretreatment of roadways with a salt brine solution, application of road salt, use of sand for traction.

Describe the type of equipment used to apply the products.

VariTech brine sprayer and a six yard dump truck with a Swenson spreader.

Report the amount of product used per month.

Will report beginning with the 2015 calendar year.

Report the snow disposal locations, if snow is hauled away.

Village DPW Yard located at 701 Progress Drive.

Describe any anti-icing, equipment calibration, and salt reduction strategies considered.

If the conditions are right, we pre-treat our roadways with a salt brine solution at an application rate of 40 gallons per lane mile. During a snow removal event, our drivers utilize the lower settings for both the auger (2 of 9) and spinners (3 of 9) and apply material to hills, curves and intersections. Salt is applied when temperatures are 15 degrees and above while sand is used for traction purposes when the temperature is below 15 degrees.

Describe any other additional measurable data or information that the permittee used to evaluate its winter road management activities.

We check the weather forecasts to see how the precipitation event is being predicted to decide upon our course of action and we utilize a hand held thermometer to check the roadway temperatures prior to applying material.

c. **Municipal facility(s) (Optional reporting for 2014):**

Provide an inventory of municipally owned or operated structural storm water management facility(s), include: Location of each facility and contact information for the individual(s) with overall responsibility for each facility.

Will report beginning with the 2015 calendar year.

**SECTION V. Permit Conditions (continued)**

Describe the housekeeping activities and best management practices installed to reduce or eliminate storm water contamination.

Will report beginning with the 2015 calendar year.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and a timeline for installation and/or implementation of these recommendations.

Will report beginning with the 2015 calendar year.

Describe the municipal facility(s) employee training on storm water pollution prevention provided.

Will report beginning with the 2015 calendar year.

Describe the spill prevention and response procedures in place at the municipal facility(s).

Will report beginning with the 2015 calendar year.

- d. **Storm Water Quality Management:** Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard?  Yes  No

If yes, provide the following: Model used WinSLAM Version 9.4.1 Reduction (%) 41.5

If no, include a description of any actions the municipality has undertaken during 2014 to help achieve the 20% standard.

- Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal?  Yes  No

If yes, describe:

Due to meeting the 40% TSS reduction standard, the Village will not need to continue with further evaluation at this time.

- e. **Best Management Practices Maintenance:** Does the municipality have a maintenance program for installed storm water best management practices?  Yes  No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2014. If available, attach any additional information on the maintenance program.

We inspect our system on an annual basis and have corrections made as required.

- f. **Storm Sewer System Map:** Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.

The Village added some storm sewer and catch basin at the intersection of E. Imperial Drive and Crescent Lane in 2013. The Storm Sewer System Map was last updated during 2013 with a 12-10-13 revision date. A copy of that map is included with this submittal. We are planning a map update in 2015.

**SECTION VI. Fiscal Analysis**

- a. Provide a fiscal analysis that includes the annual expenditures for 2014, and the budget for 2014 and 2015. A table to document fiscal information is provided on page 8.

Please see attached table. The Village received a DNR planning grant for a study to be completed in 2015/2016. This study will perform water quality calculations updates and provide an alternatives analysis to meet the new TMDL limits. SE Wis DNR staff was very helpful in assisting the Village in the grant application process.

- b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

Storm water utility  General fund  Other Capital Improvement Plan funding

- c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements?  Yes  No

**SECTION VI. Fiscal Analysis (continued)**

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

Currently the Village is using General funds and funding through its five year CIP. Even though the Village has met the 40% TSS reduction standard, there are on-going costs for the maintenance and inspection of these facilities constructed to meet the TSS reduction standard. These activities would need to use general funds and CIP funding would not be available for this purpose. Overall levy limit restrictions will cause these general fund dollars to be severely limited in the near future and future mandates with TMDL requirements will be another draw on limited CIP funds in order to address those pollutant limits.

**SECTION VII. Inspections and Enforcement Actions**

**Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.**

- a. As of the date of this annual report, has the municipality updated or revised its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit?  Yes  No If yes, attach copy or provide web link to ordinance:  
<http://www.municode.com/resources/gateway.asp?sid=49&pid=13361>
- b. As of the date of this annual report, has the municipality updated or revised its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit?  Yes  No  
If yes, attach copy or provide web link to ordinance: <http://www.municode.com/resources/gateway.asp?sid=49&pid=13361>
- c. As of the date of this annual report, has the municipality updated or revised its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit?  Yes  No If yes, attach copy or provide web link to ordinance:  
<http://www.municode.com/resources/gateway.asp?sid=49&pid=13361>
- d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)?  Yes  No If yes, attach copy or provide web link to ordinance:

The Village has adopted an Animal Waste Ordinance. This is found in Section 14-14 of the Village Municipal Code.

- e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

The Department of Public Works visits each outfall within the Village and inspects for any blockages, debris accumulation, structural condition, barrier device (if applicable), energy dissipater (silt accumulation, voids, washouts) and schedules any necessary repairs. Inspection also notes if any illicit discharge is present. The Village also has our Village Engineer perform the construction site inspections for our major development projects and the inspection forms are sent to the developer for corrective action. There were three development projects where corrective actions were necessary and follow-up inspections showed compliance. DPW staff and our project inspector performs the public works improvement projects and maintains a copy of the individual reports. The Village's paving Contractor was notified to inspect and clean inlet protection as needed and follow-up indicated that it was performed as requested.

**SECTION VIII. Water Quality Concerns**

- a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/surfacewater/orwerw.html>)  Yes  No If yes, list:
- b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/water/impairedsearch.aspx?status=303d>)  Yes  No If yes, complete the following:
- Impaired waterbody to which the MS4 discharges:  
Rock River

**SECTION VIII. Water Quality Concerns (continued)**

- Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:

The Village of Hartland now has eliminated the usual use of sand with the 2010-2011 snow removal season. We only use 100% salt for our snow and ice control in the winter, unless in the case of extreme low temperatures where some sand is used for traction purposes or if salt supplies run short. We continue to spend a great deal of time street sweeping material from our roadways (247 hours in 2014), we have converted many standard storm water inlets to catch basins with 2 foot sumps to collect roadway debris prior to our sweeping operations, we conduct a Spring brush pick-up and a Fall leaf pick-up and routinely provide informational articles on our Village website and in our Village newsletters. To reduce the use of salt in the winter, we continue to pre-treat our roadways with a salt brine which has delayed the need for snow removal work and placing additional salt or in some cases not required it at all for minor snowfalls.

- c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

The Village has completed construction of a wet detention basin started in 2007 and completed a pair wet detention basins in 2008, each receiving drainage from the industrial park south of the Bark River. The Village in 2014 converted one (1) storm water inlets to catch basins with 2 foot sumps and installed three (3) new catch basins in various locations throughout the Village.

- d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

None known.

**SECTION IX. Proposed Program Changes**

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2015 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

As part of an awarded DNR Storm Water Management Planning grant, the Village has entered into an agreement with its Village Engineer, Ruckert-Mielke, to perform a two year study to assist the Village with compliance with the TMDL requirements.

**SECTION X. Other**

Any other additional information the permittee would like to provide in the Annual Report regarding their storm water program?

No.

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure 2014	Budget		Source of Funds
		2014	2015	
Public Education and Outreach	2,541	2,500	2,500	General Fund
Public Involvement and Participation	2,213	2,200	2,200	General Fund
Illicit Discharge Detection and Elimination	2,100	2,350	2,100	General Fund
Construction Site Pollutant Control	1,100	1,400	1,400	General Fund
Post-Construction Storm Water Management	2,350	2,900	2,500	General Fund
Pollution Prevention	10,456	8,000	9,000	General Fund
Storm Water Quality Management (including pollutant-loading analysis)	55,170	53,000	55,000	General Fund and CIP
Storm Sewer System Map	0	1,000	750	General Fund
Other:				

NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program	Buffalo	Monroe	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.	Chippewa	Pepin	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401	Clark	Pierce	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522	Crawford	Portage	Phone: (715) 359-4522
Florence	Rusk		Dunn	St. Croix	
Forest	Sawyer		Eau Claire	Trempealeau	
Iron	Taylor		Jackson	Vernon	
	Vilas		Juneau	Wood	
	Washburn		La Crosse		

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	Attn: Storm Water Program	Dane	LaFayette	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.	Dodge	Richland	3911 Fish Hatchery Rd.
Fond du Lac	Outagamie	Green Bay, WI 54313	Grant	Rock	Fitchburg, WI 53711
Green Lake	Shawano	Phone: (920) 662-5100	Green	Sauk	Phone: (608) 275-3266
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100

## MEMO

**TO: David E. Cox /Village Administrator**

**FROM: Michael D. Gerszewski/Operations Supervisor**

**DATE: March 19, 2015**

**SUBJECT: GIS Conversion**

Dave Felkner and I have been working with Ruekert-Mielke to develop a plan to transition from the current GIS (Autodesk Map guide) to the new GIS (ESRI). Autodesk stopped supporting Map guide software several years ago and it no longer works well with the newer versions of Microsoft Internet Explorer.

The new GIS will be greatly improved. It will have high quality graphics and a quick response time. We will be able to use a tablet or other portable devices to access the GIS in the field. We will also have greater ability to edit attribute data. An attribute is the information about a structure, hydrant, valve or pipe i.e. size, depth, manufacturer, etc. (See manhole attribute edit form and attachment A).

The conversion will take place one module at a time and each utility is a module. The total conversion is expected to take four months (See attachments C and F), with the anticipated start date sometime in early in April.

The quoted cost is \$77,400.00 (See attachment G). The money was budgeted in the Capitol Improvements Fund under Water, Sewer, Parks, Storm Sewer and Environmental Services. The General Fund account costs will be covered by a revenue offset from the GIS System Upgrade Fund. The Cemetery conversion will be done as a separate project due to the amount of work needed to include the newly acquired cemetery sections (the Lutheran cemetery).

The Budgeted amount is \$60,000.00. The quote is greater than the budgeted amount for several reasons. The module for tracking meter information is an asset management tool. It will track meters in stock, meters installed and meters recycled. The new system will also have tools we will use when we inspect man holes, valve boxes, catch basins or other infrastructure. These tools were not built for the old system anticipating that the new system would come on line this year. More training will be needed than expected because the new system is very different than our current system.

The DPW respectfully requests that the Village board approve the spending of \$77,400.00 for the conversion of our GIS from Autodesk Map Guide to ESRI ArcGIS Server.

Please place this on the March 23, 2015 Village Board agenda for consideration and possible action.

cc: Darlene Igl/Village Clerk  
Michael Einweck/Director of Public Works  
Dave Jambretz/DPW Foreman  
Dave Felkner/Utility Foreman

March 2, 2015

Mr. Michael Gerszewski  
Operations Supervisor  
Department of Public Works  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029

Re: GIS Services  
ArcGIS Server Conversion Agreement

Dear Mike,

In follow up to our meetings with you and Village Staff, we are providing you with this agreement to convert the Village of Hartland's existing MapGuide web application to ArcGIS Server.

With the advancement of internet speeds and mobile technology over the last several years, we have continued to expand our GIS services and enhance our user interface management tools to simplify user access and improve efficiency and productivity for our municipal clients.

The following Schedule of Attachments are components of this agreement by reference:

Attachment A	Esri ArcGIS Server Advantages
Attachment B	Scope of Services - Web Application Conversion
Attachment C	Scope of Services - Map Layers
Attachment D	Scope of Services - Tools
Attachment E	Scope of Services - Training
Attachment F	Implementation Schedule
Attachment G	Cost Summary
Attachment H	Ruekert & Mielke, Inc. Standard Terms and Conditions-GIS Version

Mr. Michael Gerszewski  
Village of Hartland  
ArcGIS Server Conversion Agreement  
March 2, 2015  
Page 2

If you have any questions or need any additional information please feel free to call me. We look forward to supporting the Village's objective of gaining efficiencies through the use of its GIS.

Very truly yours,

RUEKERT & MIELKE, INC.



Jerad J. Wegner, P.E. (WI)  
Project Engineer  
[jwegner@ruekert-mielke.com](mailto:jwegner@ruekert-mielke.com)

JJW:jkc

Enclosures: Attachments A-H

cc: File

Mr. Michael Gerszewski  
Village of Hartland  
ArcGIS Server Conversion Agreement  
March 2, 2015  
Page 3

These professional services will be provided to you in accordance with the attached two page **GIS Standard Terms & Conditions** dated March 7, 2014 (Attachment H). Please indicate your acceptance of this agreement by having the appropriate authorized official(s) affix their signature(s) where indicated and returning one fully executed copy to our office.

CLIENT NAME:

CONSULTANT:

 Village of Hartland

Ruekert & Mielke, Inc.

By: \_\_\_\_\_

By: Stanley H. Siegel

Title: \_\_\_\_\_

Title: President

Date: \_\_\_\_\_

Date: MARCH 3, 2015

ATTEST:

 By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Designated Representative:

Designated Representative:

 Name: \_\_\_\_\_

Name: Scott D. Daniel, GISP

Title: \_\_\_\_\_

Title: Senior GIS Analyst

Phone Number: \_\_\_\_\_

Phone Number: 262-953-3012

## SEWER UTILITY

### MANHOLE ATTRIBUTE EDIT FORM

Our internet-based tool includes a simple form for manhole attributes.

Queries can be run to quickly see the location of manholes based on any of the attribute values. Manhole attribute reports can also be generated and printed.

Tabs shown below are for access to additional asset management tools and are not included unless specifically identified in this scope.

**GENERAL MANHOLE DATA**

Manhole No:	Basin: 7	Street: E COOLIDGE ST
Rim:	Depth: 9.00	Size:
Frame:	Cover:	Type: Manhole
Material: Poured	Year Installed:	Status: Select ...
Comments:		

Summary Inspections Repairs Overflow

<b>INSPECTIONS</b>	<b>REPAIR HISTORY</b>
No Inspection Records Found.	No Repair Records Found.

**Manhole Dashboard**

**GENERAL MANHOLE DATA**

Manhole No: <input type="text"/>	Basin: <input type="text" value="7"/>	Street: <input type="text" value="E COOLIDGE ST"/>
Rim: <input type="text"/>	Depth: <input type="text" value="9.00"/>	Size: <input type="text"/>
Frame: <input type="text"/>	Cover: <input type="text"/>	Type: Manhole
Material: Poured	Year Installed: <input type="text"/>	Status: Select ...
Comments: <input type="text"/>		

**Manhole Attribute Edit Form**

## ATTACHMENT A

### Esri ArcGIS Server Advantages

Utilizing, or migrating to, ArcGIS Server has several distinct advantages over other web-based GIS software solutions:

1. Greater user experience by providing high-quality graphics and a quick response time.
2. The Esri ArcServer platform has been rigorously tested to ensure higher reliability than others. This platform is compatible with most internet browsers, whereas other web-based GIS software requires Internet Explorer on a Windows computer. We also use Latitude Geographics Geocortex user interface – which employs a Silverlight plug-in and is compatible with devices running Windows or Mac Operating Systems. These solutions together work in most internet web browsers such as Internet Explorer, Firefox, Safari, and Google Chrome.
3. The HTML5 platform has become the industry standard for GIS mobile application development. Geocortex includes an HTML5 interface which can be used on tablets, notebooks & smart phones having an internet connection.
4. ArcGIS Server employs the latest technology, thereby eliminating the dependency on legacy technology, like other web-based GIS software that use Classic ASP. Today, ASP.NET is the current standard for building applications with a robust set of tools, improved performance, and security.
5. Editing attribute data in desktop applications is made possible by storing all data in SDE (Spatial Database Engine). Saved edits are immediately available in the GIS web application.
6. ArcGIS Server offers greater printing capabilities than other web-based GIS software. Custom print templates with logos and title blocks can be created.
7. Data maintenance records (i.e. hydrant maintenance & flow test records, sanitary manhole inspection & repair records, sanitary pipe attributes & cleaning records) are presented in a common dashboard.
8. MapGuide 6.5 is a “retired” platform. Autodesk has transitioned their web-based GIS into a few different models since MapGuide 6.5. Transitioning to the newest platform would require as much, if not more, effort as it would to move to EsriArcServer.
9. Esri has an extensive world-wide user support base that out-shines any support base we’ve experienced with other web-based GIS software applications, including Autodesk.

## ATTACHMENT B

### SCOPE OF SERVICES - WEB APPLICATION CONVERSION

#### 1. Web Application Conversion

Before any department-specific tools can be implemented, R/M must first develop and setup a map service in ArcGIS Server and build viewers from which users can access the data. An example of a Geocortex Map View and tab menus can be found on page 3 of this Attachment.

##### A. ArcGIS Server/Geocortex Site Conversion

R/M will develop and configure a Geocortex map viewer for the Village of Hartland. A total of two viewers will be constructed and accessed through a portal page.

- Public Access
- Village of Hartland Staff Access

Each map viewer will include applicable layers and tools for the intended users.

The following features will be included to your new ArcGIS Server Application:

- Layer list with active layers
- Navigation controls
- Bookmarks
- Parcel searches by PIN, Owner, and Address
- Print template for 8-1/2"x11" and 11"x17" in portrait and landscape orientation
- Select tools (Point, Freehand, Line, Polygon and Rectangle Identify)
- Mark-up tools
- Export map images
- Filter layer features
- Measure distances and areas
- Link to Bing and Google maps for selected area
- Simple Query Tools

#### **Assumptions:**

1. Although every effort will be made to preserve existing functionality with the new site, in some cases tools may operate differently when compared to your current application.

2. R/M will provide user roles to control server access to map layers and tools within the new ArcServer Application. A user can only be assigned to one user role. There are currently 61 users in the existing GIS web application. In reviewing the existing logins, we have determined the need to create the following roles:

- ADMIN - Full access to all layers and tools
- CEMETERY – Access to Cemetery Tools
- DPW – Access to Utility , Public Works and Cemetery Tools
- STAFF - View Access to Tools & Forms – no editing
- UTILITY – Access to Utility and Cemetery Tools

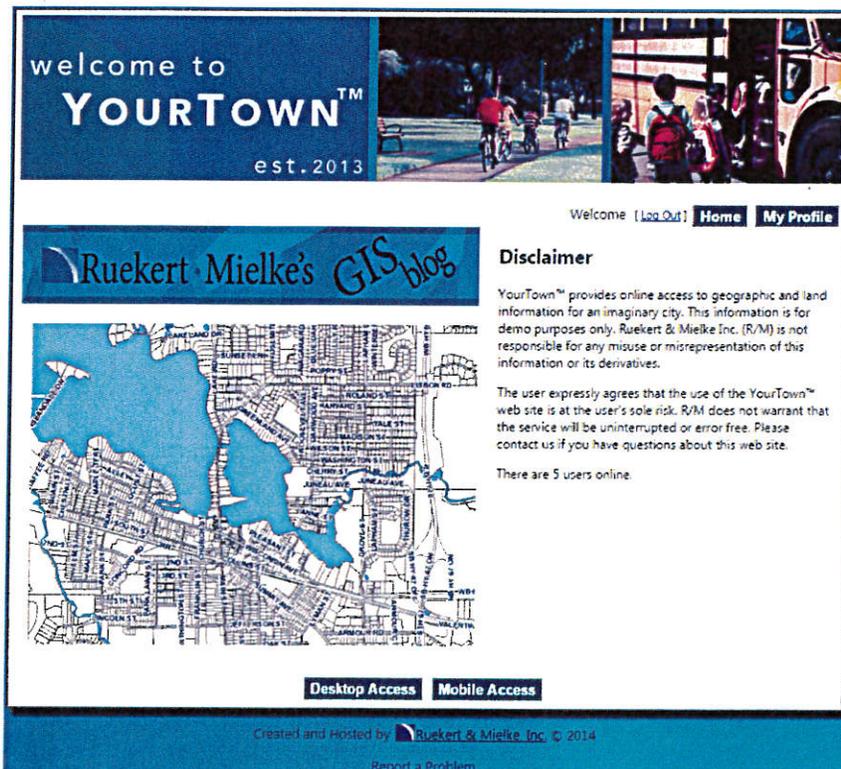
All Roles have View Access to all layers.

3. For increased security purposes, passwords require a minimum of eight characters with at least one digit and at least one special character (a question mark ? is not allowed). Each user will be required to register a new login along with a question/answer and email upon first time logging in.

4. The Village will determine which role (listed above) each user should be assigned.

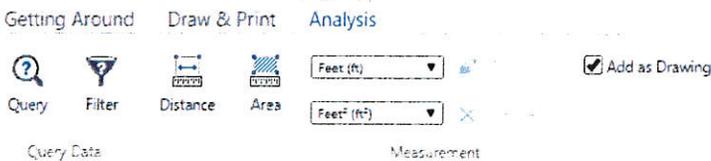
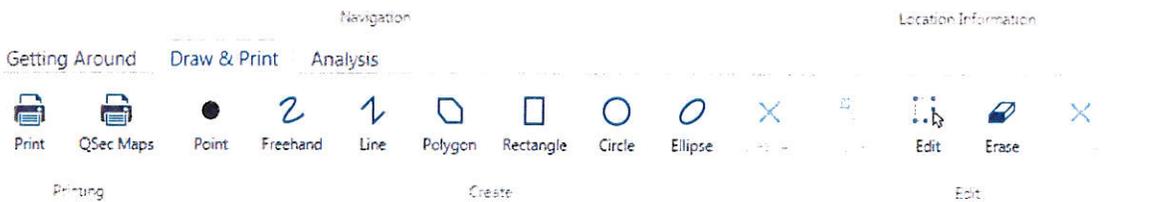
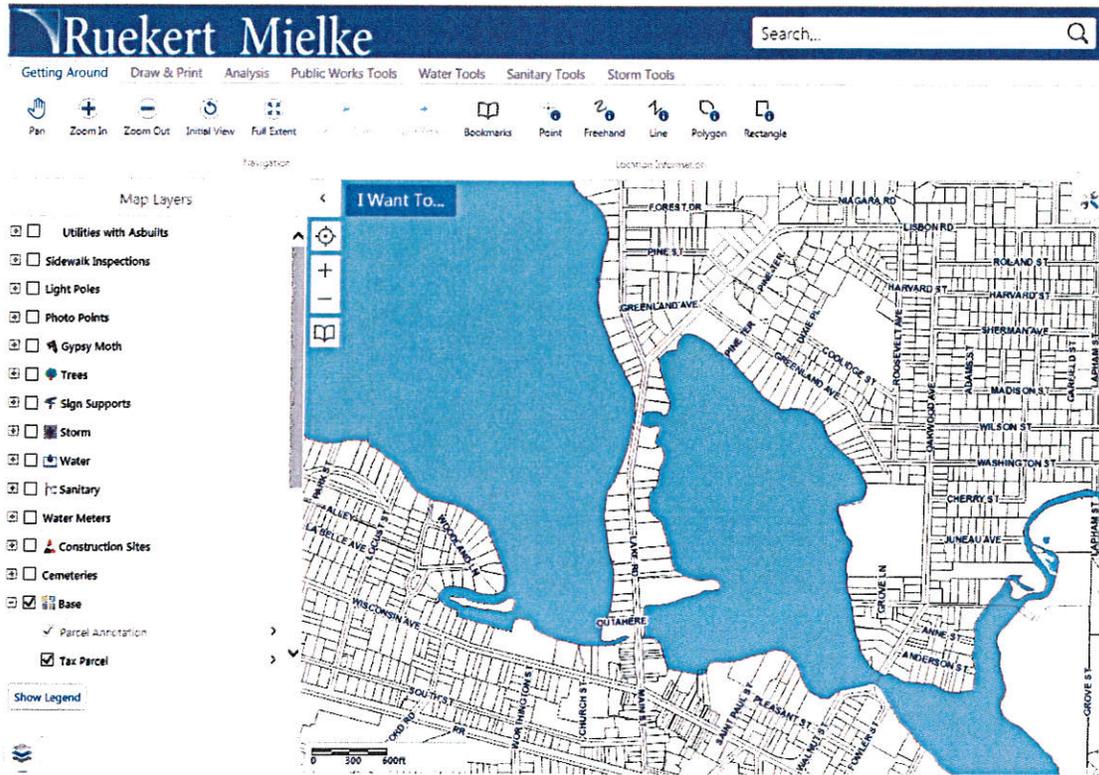
## GIS WEB APPLICATION

R/M will create a Village of Hartland Portal page similar to the image shown below:



A separate map viewer will be created that contains all the basic functionality and layers found in the Village of Hartland Staff Access map viewer without any utility layers or tools unless the Village specifies otherwise. Map viewers will not require a plug-in and will be compatible with all browsers and devices.

The Village of Hartland map viewer and toolbars will be developed similar to the images shown below: (map layers shown are only examples and will be based upon your needs).



## ATTACHMENT C

### SCOPE OF SERVICES - MAP LAYERS

#### A. Existing Digital Map Layers in MapGuide Web Application (*layer groups in italics*):

CIP Centerline	Sanitary Sewer Cleaning	Pool <sup>2</sup>
WISLR Pavement Rating	<i>Sanitary Sewer</i>	Tree <sup>2</sup>
Accidents <sup>1</sup>	Lateral Point	Tree Line
Crimes Reported <sup>1</sup>	Lift Stations	Path
<i>Water Facility Repairs</i>	Sanitary Sewer Manhole	Fence
Hydrant Repair	Sanitary Sewer Main	Wall
Water Main Break	Sanitary Sewer Main Delhart	Sidewalk
<i>Water Valve Repairs/Replacements</i>	Force Main	Sidewalk (2)
Valve Repairs	Sanitary Sewer Lateral	<i>Topography</i> <sup>2</sup>
Valve Replacement	Lateral Dimension	Spot Elevation
<i>Storm Sewer</i>	Frozen Lateral	Spot Elevation Point
Storm Structure	Bridges <sup>1</sup>	Structure
Storm Structure With Sump	<i>Park Trees</i>	Contour Label
Storm Sewer Main	Park/Municipal Land Tree ID	Contour
Village Ponds	Park/Municipal Land Tree	Pavement
Private Ponds	Maintenance	Pool
Flow Test Hydrant	Park/Municipal Land Trees	Tree
Water Main Age	<i>Street Trees</i>	Tree Line
<i>Water Facilities</i>	Street Tree ID	Pole
Wells and Pumps	Street Tree Maintenance	Path
Storage Facilities	Street Trees	Fence
Water Hydrant	Marker Post	Wall
Water Valve	Street Signs	Sidewalk
Hydrant Valve	Underground Utilities	<i>Waukesha County 2000</i> <sup>2</sup>
Water Main	Private Utility	Topography
Hydrant Lead	Pictures (double click)	Railway
Curb Stop	MSDS on file <sup>1</sup>	Pavement Center Line
Water Service	Storage Tanks <sup>1</sup>	Pavement
Meter Pit	<i>Parks and Trails</i>	Marsh Boundary
<i>Water Model</i>	Village Trails	Index Contour
Water Age	River Reserve Trails	Intermediate Contour
Pressure	Hartridge Homeowners Assoc.	<i>Subdivision</i>
Fire Flow Node	Ice Age Trails	Downtown District
<i>Private Water Facilities</i>	Miscellaneous Proposed Trails	<i>Cadastral</i>
Water Hydrant - Private	Designated Ice Age Trail	Street Names
Water Valve - Private	Parks	Rail Road ROW Centerline
Hydrant Valve - Private	Ice Age Trail Property	ROW Centerline
Water Main - Private	<i>Topography 2005</i> <sup>2</sup>	ROW
Curb Stop - Private	Bridge <sup>2</sup>	RRROW
Hydrant Lead - Private	Wing Wall <sup>2</sup>	Water Meters
Water Service - Private	Rail Road Track <sup>2</sup>	Copper Lead Test Sites
<i>Street Lighting</i>	Culvert <sup>2</sup>	Septic System <sup>1</sup>
Light Pole	Silos & Tanks <sup>2</sup>	<i>Parcel</i>
Pull Box	Structure <sup>2</sup>	Parcel
Misc	Contour <sup>1</sup>	Parcel Address
Street Light Conduit	Pole <sup>2</sup>	Parcel TaxKey
Lighting Plan	Pavement <sup>2</sup>	Parcel Dim Arrow
Private Well <sup>1</sup>		Meander Line
Gypsy Moth <sup>1</sup>		Tie Line
Bacteriological Site		Parcel Dimension
Sanitary Sewer Problem		

<sup>1</sup> Not to be converted

<sup>2</sup> Provided by County Map Services

<i>Siepmann Windrush Layout</i> <sup>2</sup>	Mowing Area	<i>2014 FEMA Oct Prelim</i> <sup>1</sup>
March 5, 2013	Plowing Routes	Floodway
Linework	DPW Cleared Sidewalks or Paths	100 YR Flood Plain
Anno	DPW Plowed or Shoveled Plow Route	500 YR Flood Plain
<i>Siepmann Homestead Layout</i> <sup>2</sup>	School District	Environmental Corridor
March 5, 2013	Voting District	<i>Public Land Survey System Grid</i>
Text	Voting Ward	Monument
Lines	<i>FEMA Nov 5 2014</i>	Quarter Section Line Section
TID District	Cross Section	Wetlands
<i>Private Facilities</i>	Base Flood Elevation	Lakes & Rivers
Buried Sprinkler	Floodway	Aerial 2010 Color
Private Facilities	100 YR Flood Plain	Aerial 2007 Color
<i>Village Land</i>	500 YR Flood Plain	Aerial 2005 Color
210 Cottonwood	<i>FEMA Flood Plain 2008</i>	Aerial 2005 BW
Parcel - No TaxKey	Floodway	Aerial 2000
Village Land	100 YR Flood Plain	Aerial 1995
<i>Zoning 2012</i>	500 YR Flood Plain	Village Limits
Shoreland Boundary	<i>2014 FEMA Prelim</i> <sup>1</sup>	Municipalities
Planned Unit Development	Floodway	Civil Division
Upland Conservancy Overlay	100 YR Flood Plain	Municipalities
Zoning	500 YR Flood Plain	
<i>Zoning</i>		
Temporary Zoning		
Zoning Overlay		
Zoning		

B. Convert Digital Map Layers for incorporation into the Web Application for use with infrastructure management tools.

- Most Base Map Layers listed above are available from Waukesha County via published map services and will be used directly in lieu of conversion. Any layer not available will be converted.
- Municipal layers will be converted and loaded into our standard data model and stored in SDE (Spatial Database Engine) as GIS Feature Classes.
- Zoning will be converted to managed layers vs. parcel based editing.
- Water meters will be converted to a point based system.

**Assumptions:**

1. Data conversion or preparation for additional layers not outlined above will incur additional costs.

**ATTACHMENT F**

**IMPLEMENTATION SCHEDULE**

Tasks	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Kickoff Meeting	█															
Develop Web Site		█	█	█	█	█										
Data Conversion					█	█	█	█								
<b>GIS Tool Development</b>																
Sewer Utility Tools					█	█	█	█	█							
Water Utility Tools							█	█	█	█	█					
Storm Water Utility Tools								█	█	█	█	█				
Administration								█	█			█	█			
Public Works								█	█				█	█	█	
Forestry							█	█					█	█		
Miscellaneous									█				█	█		
Access																
<b>User Training</b>																
Sewer Utility Staff											█			█		
Water Utility Staff											█			█		
Storm Water Utility Staff															█	
General Staff/Administration															█	
Project Closeout																█

Actual Implementation Schedule to be mutually determined by the Village of Hartland and Ruckert & Mielke, Inc. Project Managers.

1. ArcGIS Server Web Application Development Schedule: Within 120 days following the authorization to proceed.
2. Training Schedule: Within two weeks following the completion of the ArcGIS Server Web Application.
3. Review, Testing & Acceptance Period: Within 30 days following the completion of training.

**ATTACHMENT G**

**COST SUMMARY**

<b>Attachment</b>	<b>Scope of Services</b>	<b>Unit</b>	<b>Cost</b>	<b>Cost</b>
<b>B</b>	Web Application Conversion	L.S.		<b>\$18,400</b>
<b>C</b>	Layers	L.S.		<b>\$12,000</b>
<b>D</b>	GIS Tool Conversion	L.S.		
	1. Sewer Utility	L.S.	\$ 8,000	
	2. Water Utility	L.S.	\$21,300	
	3. Storm Water Utility	L.S.	\$ 6,800	
	4. Administration	L.S.	\$ 1,250	
	5. Public Works	L.S.	\$ 2,650	
	6. Public Works - Urban Forestry	L.S.	\$ 1,500	
	7. Miscellaneous	L.S.	\$ 4,000	
	<b>Total GIS Tool Conversion Cost</b>	<b>L.S.</b>		<b>\$45,500</b>
<b>E</b>	Training	T.M.		<b>\$ 1,500</b>
			<b>Total Cost:</b>	<b>\$77,400</b>

L.S. = Lump Sum

T.M. = Time and Materials

**Items Not Included:**

1. Tool costs indicated are for our standard tools as shown in the provided snapshots. Customization of the forms or tool functionality can be negotiated for an additional fee or completed on a time & material basis.

## ATTACHMENT H

### **Ruekert & Mielke, Inc. Standard Terms and Conditions (GIS Services)**

*Effective March 7, 2014*

#### A. Standards of Performance

The standard of care for all professional consulting and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Consultant.

#### B. Authorized Representative

With the execution of this Agreement, Consultant and Owner shall designate specific individuals to act as Consultant's and Owner's representatives with respect to the services to be performed or furnished by Consultant and duties and responsibilities of Owner under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to the Assignment on behalf of the respective party whom the individual represents.

#### C. Payments to Consultant

Invoices will be prepared in accordance with Consultant's standard invoicing practices and will be submitted to Owner by Consultant monthly, unless otherwise agreed. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Consultant for services and expenses within 30 days after receipt of Consultant's invoice therefor, the amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Consultant may, after giving seven days written notice to Owner, suspend services under this Agreement until Consultant has been paid in full all amounts due for services, expenses, and other related charges.

#### D. Ownership and Reuse of Documents

All materials developed, prepared, completed, or acquired by Consultant during the performance of the services specified in this contract, including all finished or unfinished surveys, data, drawings, maps, photographs, and reports, shall become the property of Owner and shall be delivered to Owner during the contract period. Such materials shall not be released by Consultant or used for other purposes at any time without the written approval of Owner.

No drawings, maps, photographs, documents, reports, or other data prepared or completed under this contract agreement shall be copyrighted by Consultant, nor shall any notice of copyright be registered by Consultant in connection with any such material prepared or completed under this contract.

#### E. Owner Provided Information

Consultant shall have the right to rely on the accuracy of any information provided by Owner. Consultant will not review this information for accuracy.

#### F. Access

Owner shall arrange for safe access to and make all provisions for Consultant and Consultant's consultants to enter upon public and private property as required for Consultant to perform services under this Agreement.

#### G. Limit of Liability

To the fullest extent permitted by law, the total liability, in the aggregate, of Consultant and Consultant's officers, directors, partners, employees, agents, and consultants, or any of them to Owner and anyone claiming by, through, or under Owner, for any and all injuries, losses, damages and expenses, whatsoever arising out of, resulting from, or in any way related to this Agreement from any cause or causes including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty, express or implied, of Consultant or Consultant's officers, directors, partners, employees, agents, and Consultants, or any of them, shall not exceed the total amount of \$2,000,000.00.

#### H. Insurance

Consultant will maintain insurance coverage for Workers' Compensation, General Liability, and Automobile Liability and will provide certificates of insurance to Owner upon request.

#### I. Termination of Contract

Either party may at any time terminate this Agreement with 7 days written notice for cause in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Owner may terminate this Agreement for convenience with 30 days written notice, or the Project may be suspended by Owner with 30 days written notice. In the event of suspension or cancellation for convenience by Owner, Owner shall pay to Consultant all amounts owing to Consultant under this Agreement, for all work performed up to the effective date of notice.

#### J. Indemnification and Allocation of Risk

1. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless Owner, Owner's officers, directors, partners, and employees from and against costs, losses, and damages (including but not limited to reasonable fees and charges of consultants, architects, attorneys, and other professionals, and reasonable court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Consultant or Consultant's officers, directors, partners, employees, and consultants in the performance of Consultant's services under this Agreement.

## ATTACHMENT H

2. To the fullest extent permitted by law, Owner shall indemnify and hold harmless Consultant, Consultant's officers, directors, partners, employees, and consultants from and against costs, losses, and damages (including but not limited to reasonable fees and charges of consultants, architects, attorneys, and other professionals, and reasonable court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Owner or Owner's officers, directors, partners, employees, and consultants with respect to this Agreement.

3. To the fullest extent permitted by law, Consultant's total liability to Owner and anyone claiming by, through, or under Owner for any injuries, losses, damages and expenses caused in part by the negligence of Consultant and in part by the negligence of Owner or any other negligent entity or individual, shall not exceed the percentage share that Consultant's negligence bears to the total negligence of Owner, Consultant, and all other negligent entities and individuals.

4. The indemnification provision of paragraph J.1. is subject to and limited by the provisions agreed to by Owner and Consultant in paragraph G. "Limit of Liability," of this Agreement.

### K. Independent Contractor

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Consultant and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Owner or the Consultant. Consultant's services under this Agreement are being performed solely for the Owner's benefit, and no other entity shall have any claim against Consultant because of this Agreement or the performance or nonperformance of services hereunder. Owner agrees to include a provision in all contracts with Contractors and other entities involved in this project to carry out the intent of this paragraph.

### L. Force Majeure

Consultant shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond Consultant's reasonable control.

### M. Severability and Waiver of Provisions

Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

### N. Dispute Resolution

Owner and Consultant agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in questions between them arising out of or relating to this Agreement or the breach thereof ("disputes") to mediation as a condition precedent to litigation.

### O. Public Records

Consultant agrees to comply with the requirements of Wisconsin Statutes Sections 19.32 to 19.39 and Sections 19.81 to 19.98 – Wisconsin Public Records Law and Open Meetings Law.

END OF DOCUMENT

## MEMO

**TO:** David E. Cox /Village Administrator  
**FROM:** Michael D. Gerszewski/Operations Supervisor  
**DATE:** March 18, 2015  
**SUBJECT:** Pickup Truck Purchase

As part of our 2015 Corporate Reserve Fund Budget, a new pickup truck purchase was approved for the DPW. The budgeted amount is twenty seven thousand dollars (\$27,000).

I am requesting Village Board approval to purchase a 2015 Ford F150 from Badger Truck Center. The truck will be a two-wheel drive V-8 with a towing package, bed liner, mud flaps and floor mats. The body paint color will be orange to match the other fleet vehicles.

The total cost will be \$23,365.00. The new truck is an addition to the fleet; therefore, we do not have a truck to trade in. This price includes a municipal discount.

The new truck will be assigned to David Jambretz (foreman) and the truck he is currently driving will be used for parks.

The DPW will install the two way radio, warning lights and tool box.

Please place this on the March 23, 2015, Village Board agenda for consideration and possible action.

cc: Darlene Igl/Village Clerk  
Michael Einweck/Director of Public Works  
Dave Jambretz/DPW Foreman  
Dave Felkner/Utility Foreman

## MEMORANDUM

**TO:** Village Board

**FROM:** Ryan Bailey, Finance Director

**DATE:** March 11, 2015

**SUBJECT:** Baker Tilly 3 Year Audit Contract Extension

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The December 31, 2014 Audit is the final year of a 3 year engagement letter between the Village of Hartland and our audit firm, Baker Tilly. Attached is a new engagement letter that staff has requested Wendi Unger at Baker Tilly to prepare for a 3 year contract of audit years 2015-2017. The audit fees on this engagement letter are increasing approximately 2% from our previous contract or an increase of approximately \$650 per audit year. Staff discussed our levy limit restrictions with Baker Tilly and feel a 2% increase is reasonable. The previous contract with Baker Tilly had a 0% increase. Baker Tilly has held flat on this contract fee for several years now. Our Audit fees from 2012-2014 are also attached for comparison purposes.

Baker Tilly has been the Village's auditor for many years and we share a great working relationship with them. Staff has an understanding of what is required for the audit and Baker Tilly's management and staff's expertise of governmental accounting is a benefit to the Village. Staff recommends approval of the attached 3 year engagement letter for Baker Tilly to continue as our audit firm.

Attachments:

Attachment A – New engagement letter

Attachment B – Fees from current engagement letter

cc: David Cox, Village Administrator



Baker Tilly Virchow Krause, LLP  
777 E Wisconsin Ave, 32nd Floor  
Milwaukee, WI 53202-5313  
tel 414 777 5500  
fax 414 777 5555  
bakertilly.com

March 6, 2015

Mr. Ryan Bailey  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, Wisconsin 53029

Dear Mr. Bailey:

Thank you for using Baker Tilly Virchow Krause, LLP ("Baker Tilly" "we" or "our") as your auditors.

The purpose of this letter is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the Village of Hartland.

#### **Services and Related Report**

We will audit the basic financial statements of the Village of Hartland as of and for the years ended December 31, 2015, 2016 and 2017, and the related notes to the financial statements. Upon completion of our audit, we will provide the Village of Hartland with our audit report on the financial statements and supplemental information referred to below. If, for any reasons caused by or relating to the affairs or management of the Village of Hartland we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

Combining and Individual Fund Financial Statements

Mr. Ryan Bailey  
Village of Hartland

March 6, 2015  
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Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village of Hartland's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village of Hartland's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

Management's Discussion and Analysis  
Budget Comparison Schedules

### **Our Responsibilities and Limitations**

The objective of a financial statement audit is the expression of an opinion on the financial statements. We will be responsible for conducting that audit in accordance with auditing standards generally accepted in the United States of America. These standards require that we plan and perform our audit to obtain reasonable, rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management and the audit committee or equivalent group charged with governance of their responsibilities.

The audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and the audit committee or equivalent group charged with governance internal control matters that are required to be communicated under professional standards.

We may from time to time, and depending on the circumstances, use service providers (e.g., to observe inventory, act as a specialist, or audit an element of the financial statements) in serving your account. We may share confidential information about you with these service providers, but are committed to maintaining the confidentiality and security of your information.

Mr. Ryan Bailey  
Village of Hartland

March 6, 2015

Page 3

We will design our audit to obtain reasonable, but not absolute, assurance of detecting errors or fraud that would have a material effect on the financial statements as well as other illegal acts having a direct and material effect on financial statement amounts. An audit is not designed to detect errors or fraud that are immaterial to the financial statements. Our audit will not include a detailed audit of transactions, such as would be necessary to disclose errors or fraud that did not cause a material misstatement of the financial statements. It is important to recognize that there are inherent limitations in the auditing process. Audits are based on the concept of selective testing of the data underlying the financial statements, which involves judgment regarding the areas to be tested and the nature, timing, extent and results of the tests to be performed. Our audit is not a guarantee of the accuracy of the financial statements and, therefore, is subject to the limitation that material errors or fraud or other illegal acts having a direct and material financial statement impact, if they exist, may not be detected. Because of the characteristics of fraud, particularly those involving concealment through collusion, falsified documentation and management's ability to override controls, an audit designed and executed in accordance with auditing standards generally accepted in the United States of America may not detect a material fraud. Further, while effective internal control reduces the likelihood that errors, fraud or other illegal acts will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot ensure that errors, fraud or other illegal acts, if present, will be detected. However, we will communicate to the Village of Hartland, as appropriate, any such matters identified during our audit.

We are also responsible for determining that the audit committee or equivalent group charged with governance is informed about certain other matters related to the conduct of the audit, including (i) our responsibility under auditing standards generally accepted in the United States of America, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of the Village of Hartland's significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to the Village of Hartland's financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that the audit committee or equivalent group charged with governance receives copies of certain written communications between us and management including written communications on accounting, auditing, internal control or operational matters and representations that we are requesting from management.

The audit will not be planned or conducted in contemplation of reliance by any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

### **Management's Responsibilities**

The Village of Hartland's management is responsible for the financial statements referred to above. In this regard, management is responsible for establishing policies and procedures that pertain to the maintenance of adequate accounting records and effective internal controls over financial reporting, the selection and application of accounting principles, the authorization of receipts and disbursements, the safeguarding of assets, the proper recording of transactions in the accounting records, and for reporting financial information in conformity with accounting principles generally accepted in the United States of America.

Mr. Ryan Bailey  
Village of Hartland

March 6, 2015  
Page 4

Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us in the management representation letter (i) about all known or suspected fraud affecting the entity involving: (a) management, (b) employees who have significant roles in internal control over financial reporting, and (c) others where the fraud or illegal acts could have a material effect on the financial statements; and (ii) of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, grantors, regulators, or others.

Management is responsible for (i) adjusting the basic financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with accounting principles generally accepted in the United States of America. Management also is responsible for identifying and ensuring that the Village of Hartland complies with the laws and regulations applicable to its activities.

As part of management's responsibility for the financial statements and the effectiveness of its system of internal control over financial reporting, management is responsible for making available to us, on a timely basis, all of your original accounting records and related information and for the completeness and accuracy of that information and your personnel to whom we may direct inquiries. As required by auditing standards generally accepted in the United States of America, we will make specific inquiries of management and others about the representations embodied in the financial statements and the effectiveness of internal control over financial reporting. Auditing standards generally accepted in the United States of America also require that we obtain written representations covering audited financial statements from certain members of management. The results of our audit tests, the responses to our inquiries, and the written representations, comprise the evidential matter we intend to rely upon in forming our opinion on the financial statements.

Because of the importance of oral and written representations to an effective audit, the Village of Hartland releases Baker Tilly and its current, former or future partners, principals, employees, and personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management. The terms of this paragraph shall apply to any claims of any kind, including, but not limited to, contract, tort, or negligence of any party, including the Village of Hartland or Baker Tilly.

Baker Tilly is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the "Act"). Baker Tilly is not recommending an action to the Village of Hartland; is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. You should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that you deem appropriate before acting on this information or material.

Mr. Ryan Bailey  
Village of Hartland

March 6, 2015  
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### **Non-Attest Services**

Prior to or as part of our audit engagement, it may be necessary for us to perform certain non-attest services including, but not limited to, preparing drafts of your financial statements and proposing general, adjusting, or correcting journal entries to your financial statements. None of these non-attest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. In addition, you will be required to review and approve the financial statements and approve that document prior to its issuance and have a responsibility in fact and appearance to make an informed judgment on that document.

We will not perform any management functions or make management decisions on your behalf with respect to any non-attest services we provide.

In connection with our performance of any non-attest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the non-attest services we perform.
- > Accept responsibility for the results of our non-attest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the non-attest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

### **Other Documents**

Auditing standards generally accepted in the United States of America require that we read any annual report that contains our audit report. The purpose of this procedure is to consider whether other information in the annual report, including the manner of its presentation, is materially inconsistent with information appearing in the financial statements. We assume no obligation to perform procedures to corroborate such other information as part of our audit.

If you intend to reproduce or publish the financial statements, and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

Mr. Ryan Bailey  
Village of Hartland

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With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation, or professional standards to make certain documentation available to Regulators, the Village of Hartland hereby authorizes us to do so.

### **Legal Terms**

In no event shall either party be liable for any punitive damages relating to Baker Tilly's services provided under this engagement letter.

### **Resolution of Disagreements**

In the unlikely event that differences concerning our services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute. Each party shall bear their own expenses. Our services shall be evaluated on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards.

### **Timing and Fees**

Completion of our work is subject to, among other things, (i) appropriate cooperation from the Village of Hartland's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries, and (iii) timely communication of all significant accounting and financial reporting matters. When and if for any reason the Village of Hartland is unable to provide such schedules, information, and assistance, Baker Tilly and you will mutually revise the fee to reflect additional services, if any, required of us to complete the audit. Delays in the issuance of our audit report beyond the date that was originally contemplated may require us to perform additional auditing procedures which will likely result in additional fees.

Revisions to the scope of our work will be set forth in the form of an "Amendment to Existing Engagement Letter."

Mr. Ryan Bailey  
Village of Hartland

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<u>Year</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Village	\$ 18,150	\$ 18,150	\$ 18,150
Water	6,225	6,225	6,225
Sewer	5,640	5,640	5,640
TIF	510	510	510
Business Improvement District	1,225	1,225	1,225

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5% per month shall be imposed on accounts not paid within 30 days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision, and billing arrangements we use in connection with these professionals.

Our fees are based on known circumstances at the time of this agreement. Should circumstances change significantly during the course of this engagement, we will discuss with you the need for any revised audit fees. This can result from changes at your organization, such as the turnover of key accounting staff, the addition of new funds or significant federal or state programs, or changes that affect the amount of audit effort from external sources, such as new accounting and auditing standards that become effective that increase the scope of our audit procedures. This agreement currently includes all auditing standards through Statement on Auditing Standards (SAS) No. 127 – "Omnibus Statement on Auditing Standards - 2013," all accounting standards through Governmental Accounting Standards Board (GASB) No. 67 - Financial Reporting for Pension Plans - an amendment of GASB Statement No. 25 and the current federal and state single audit guidance.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course be happy to provide the Village of Hartland with any other services you may find necessary or desirable.

#### **Other Matters**

Baker Tilly is comprised of professionals who hold CPA licenses as well as by professionals who are not licensed CPAs. Depending on the nature of the services we provide, non-CPA professionals may be involved in providing services to you now or in the future.

Any additional services that may be requested and we agree to provide will be the subject of separate arrangements.

Mr. Ryan Bailey  
Village of Hartland

March 6, 2015  
Page 8

Because the services we provide may prove to be useful to the Village of Hartland in situations where the Village of Hartland is involved in investigations or litigation that does not involve Baker Tilly, our assistance may be necessary. Therefore, in the event we are requested or authorized by the Village of Hartland, or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel as witnesses with respect to our engagement for the Village of Hartland, the Village of Hartland will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our reasonable professional time and expenses, as well as the reasonable fees and expenses of our counsel, incurred in responding to such a request.

Neither this engagement letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this engagement letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this engagement letter.

Baker Tilly Virchow Krause, LLP represents as follows: Baker Tilly Virchow Krause, LLP is a member of Baker Tilly International Limited. Each member firm of Baker Tilly International Limited is a separate and independent legal entity. Baker Tilly International Limited and its other members are not responsible or liable for any acts or omissions of Baker Tilly Virchow Krause, LLP. Baker Tilly Virchow Krause, LLP and its subsidiaries are not responsible for or liable for any acts or omissions of any other member of Baker Tilly International Limited. Baker Tilly International Limited does not render any professional services and does not have an ownership or partnership interest in Baker Tilly Virchow Krause, LLP.

Baker Tilly Virchow Krause, LLP further represents: Baker Tilly International Limited is an English Company. Neither Baker Tilly International Limited nor any other member firm has a right to exercise management control over any other member firm. Baker Tilly Virchow Krause, LLP is not Baker Tilly International Limited's agent and does not have authority to bind Baker Tilly International Limited or act on Baker Tilly International Limited's behalf.

This engagement letter reflects the entire agreement between us relating to the services covered by this letter. It replaces and supersedes any previous proposals, correspondence, and understandings, whether written or oral. The agreement contained in this engagement letter shall survive the completion or termination of this engagement. If because of a change in the Village of Hartland's status or due to any other reason, any provision in this agreement would be prohibited by, or would impair our independence under, laws, regulations or published interpretations by governmental bodies, commissions, or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

The validity, construction and enforcement of this engagement letter shall be determined in accordance with the laws of the State of Wisconsin, without reference to its conflicts of laws principles, and any action arising under this engagement letter shall be brought exclusively in the State of Wisconsin.

We appreciate the opportunity to be of service to the Village of Hartland.

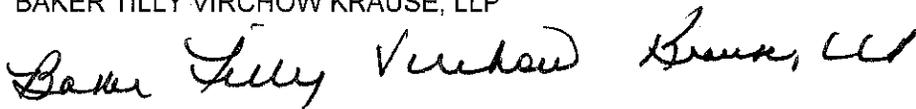
Mr. Ryan Bailey  
Village of Hartland

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If there are any questions regarding the engagement letter, please contact Wendi Unger, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and for determining that the engagement has been completed in accordance with professional standards. Wendi Unger is available at 414 777 5423.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP



Enclosures

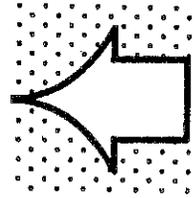
The services and terms as set forth in the engagement letter are agreed to by:

\_\_\_\_\_  
Official's Name

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**SIGN  
HERE**

# Attachment B

Mr. Wallace Thiel, Administrator  
Village of Hartland

May 21, 2012  
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Changes to our audit procedures resulting in increased hours and expense could result from the current credit crisis and economic conditions. Examples of issues we have seen include unexpected asset impairment analysis, liquidity and going concern evaluations, debt covenant violations, inventory lower of cost or market declines, customer credit risk issues, and increased risk of employee fraud, to name a few. If these issues or others are identified which increase our level of service effort and cause revisions in the scope of our work, we will discuss these with you before incurring additional time and effort. We will, of course, solicit the efforts of you and your staff to minimize the impact these incremental efforts will have on the fees.

Revisions to the scope of our work due to delays in the issuance of the audit report or increased procedures as a result of the current credit crisis and economic conditions will be set forth in the form of an "Amendment to Existing Engagement Letter."

	2012	2013	2014
Village	\$ 17,800	\$ 17,800	\$ 17,800
Water	6,100	6,100	6,100
Sewer	5,500	5,500	5,500
TIF	500	500	500
Business improvement district	1,200	1,200	1,200
Totals	<u>\$ 31,100</u>	<u>\$ 31,100</u>	<u>\$ 31,100</u>

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5% per month shall be imposed on accounts not paid within 30 days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision, and billing arrangements we use in connection with these professionals.

Our fees are based on known circumstances at the time of this agreement. Should circumstances change significantly during the course of this engagement, we will discuss with you the need for any revised audit fees. This can result from changes at your organization, such as the turnover of key accounting staff, the addition of new funds or significant federal or state programs, or changes that affect the amount of audit effort from external sources, such as new accounting and auditing standards that become effective that increase the scope of our audit procedures. This agreement currently includes all auditing standards through Statement on Auditing Standards (SAS) No. 120 – "Required Supplementary Information," all accounting standards through Governmental Accounting Standards Board (GASB) No. 59 – "Financial Instruments Omnibus," excluding GASB No. 57 – "OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans," and the current federal and state single audit guidance.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course be happy to provide the Village of Hartland with any other services you may find necessary or desirable.



2326 W. St. Paul Ave. • Milwaukee, WI 53233  
Tel: 414-344-9500 • Fax: 414-344-4323

Village of Hartland

February 11, 2015

Attn: Mike

RE: Request for Quotation 2015 F150 4x2 PICKUP

SPECIFICATIONS 2015 FORD F150 PICKUP

-----  
2015 Ford F150 Regular Cab LWB 141"WB  
Omaha Orange  
Steel gray vinyl 40/20/40 split bench seat  
XL trim  
Radio AM / FM stereo w/ clock  
Electronic 6 Speed Automatic  
5.0L EFI V8 engine  
LT245 BSW All season tires  
3.31 Ratio regular rear axle  
6,750 LB. GVWR package  
Air conditioning  
Trailer tow package  
Factory brake controller  
Factory spray in bedliner  
Ford molded mudflaps (4)  
Floor mats  
Rustproofing  
Municipal Selling Price \$ 23,365.00  
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3YR OR 36,000 MILE WARRANTY BUMPER TO BUMPER  
5 YR OR 60,000 MILE POWERTRAIN WARRANTY  
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PLEASE NOTE SALES TAX & REGISTRATION FEES ARE EXTRA  
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If you have any questions concerning specifications or pricing, please feel free to call me. Badger Truck Center hopes to be of help with your F150 Pickup needs.

Sincerely,

  
Brad Baker

